

Currently Accepting Applications (Resume, Cover Letter and Application required)

*application to be submitted online: <https://cdcac.org/employment/>

*for questions, email employment@cdcac.org

Closing Date: Open until filled

Interviews Scheduled: Beginning September 9, 2025

Hire Date: As soon as possible.

Compensation: \$25-\$28 per hour, depending on experience

Job title	<i>Housing Maintenance Supervisor</i>
Job Category	<i>Regular, full-time, hourly, non-exempt</i>
Reports to	<i>Director of Housing and Employment Services</i>
Supervises	Maintenance Assistants, AmeriCorps members and volunteers as assigned

Position Summary

The Housing Maintenance Supervisor's primary responsibility is to maintain all housing owned or managed by Chelan-Douglas Community Action Council, including interior and exterior property maintenance, preparing units for tenant turnover, landscaping and yard maintenance, etc.

Duties and responsibilities

Primary responsibilities of the Housing Maintenance Supervisor include:

- Perform daily maintenance tasks including minor plumbing, electrical, carpentry, landscaping and HVAC repairs.
- Respond promptly to work orders and resident maintenance requests.
- Conduct unit turnovers, including painting, repairs, and cleaning.
- Perform routine inspections and preventative maintenance on building systems and common areas.
- Maintain the cleanliness and safety of grounds, hallways, laundry rooms, and other shared spaces.
- Monitor and report any safety or security concerns to property management.
- Assist with snow removal, landscaping, trash removal, and pest control as needed.
- Work collaboratively with management and other staff to address maintenance priorities.
- Implement the overall housing maintenance strategy, collaborating with and receiving final approval from the assigned Housing Program Director.
- Maintain up-to-date electronic and paper records.
- Maintain professional knowledge, skills and certifications by attending appropriate conferences, meetings, and training related to the position as needed.
- Participate fully in staff meetings, department meetings, and relevant conferences and training opportunities.
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.
- Perform other duties as assigned.

Qualifications

Education and Experience:

High School diploma with at least two years of related work experience.

Bilingual in English and Spanish preferred, not required.

Skills, Abilities, and Knowledge:

- Able to establish and maintain effective working relationships with a diverse group of individuals and community organizations.
- Able to work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages.
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner.
- Able to understand the needs, struggles and concerns of low-income families.
- Supervisory experience required.
- Able to communicate effectively, both oral and written.
- Able to work independently with a high level of consistency, efficiency and timeliness.
- Able to maintain confidentiality of program matters.
- Effective problem solving skills.
- Able to understand and interpret technical materials.
- Experienced with power tools and other equipment necessary for property maintenance and repair.
- Able to work effectively in adverse weather conditions.
- Able to use a computer and office equipment to meet basic job functions, including e-mail, word-processing, data entry, copying, faxing, etc.
- Must have a valid Washington State Drivers License and current personal automobile insurance.
- Must have a reliable means of transportation to make frequent visits between East Wenatchee and Wenatchee. A company vehicle is available most of the time, but some personal vehicle use is required.

Working conditions

The position is mostly based in the field, at our housing units. Routine lifting and use of tools, including some power tools, is expected. Taking safety precaution for yourself and others is essential. There is frequent contact with the public in a variety of conditions, in person and over the phone, indoors and outdoors. Adverse weather conditions, especially in the summer and winter months, are to be expected. Some occasional travel to attend conferences and meetings is expected. Early mornings, and some evening and weekend work required.

Physical requirements

The position requires frequent moderate to heavy lifting (50 lbs.-70 lbs.), occasional sitting and using computers.