



Job Posting Announcement

Date: 03/09/2026
Program: Affordable Housing Program
Job Title: Area Maintenance Coordinator
Location: Bradley County
FLSA Status: Non-Exempt, Full-Time; 37.5 hours/week
Salary Grade: 11 A. (\$18.79/hr.)
Reports to: Assistant Director

POSITION SUMMARY: The Area Maintenance Coordinator is responsible for performing a variety of semi-skilled maintenance duties required for the proper operation, maintenance and repair of facilities, utilities, and related structures to ensure compliance with housing standards.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Perform general maintenance duties including cleaning, minor plumbing, painting, electrical, or carpentry repairs in occupied and vacant units at assigned properties and surrounding counties as needed.
- Schedule and complete preventative maintenance program requirements.
- Prioritize work orders and coordinate multiple projects simultaneously, including but not limited to performing and/or coordinating emergency building repairs.
- Participate in REAC and pre-REAC inspections to evaluate and ensure facilities are being properly maintained.
- Complete outside grounds work and seasonal maintenance requirements such as leaf removal, snow removal, mulching, salting, spraying weeds, cleaning gutters, pressure washing, etc.
- Change return air filters on a regular basis, light bulbs and smoke alarm batteries as needed.
- Purchase and deliver supplies and materials required to meet housing program needs.
- Maintain sidewalks/breezeways/parking lots safe and debris-free as needed in all seasons.
- Ensure buildings, gutters, drains, etc. are clean and working properly
- Clean, sweep, mop and empty trash in community/office building areas as needed.
- Accompany pest control and/or other contracted service workers into apartments as needed.
- Respond to after-hour, weekend, holiday emergency calls as needed.
- Assist manager with unit inspections and contractor scheduling as needed.
- Assist with training Maintenance Technicians on expectations and housing procedures.
- Perform all other duties as assigned.

WORK SITE: Bradley County

SUPERVISORY RESPONSIBILITIES: Does not supervise anyone.

OTHER JOB RESPONSIBILITIES:

- Travel within the service area between properties, for supplies, and some overnight, out-of-area travel to meetings is required.
- Must have a valid driver's license and proof of liability insurance on vehicle.
- Must have dependable vehicle for transportation to, from, and around property.
- Follow established safety procedures in performance of work and wear PPE as required.
- Maintains confidentiality of client and agency information.
- Complies with all rules, policies, and procedures of the Agency.
- Must have a valid driver's license and proof of insurance on vehicle.
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race,



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color, religion, gender (including sexual orientation and gender identity), age citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria.

- This job may change at any time for any or no reason.

ROLE QUALIFICATIONS:

Education and Experience Requirements:

- Minimum of a high school diploma or GED required; certifications in maintenance or technical training are preferred.
- Previous experience in apartment maintenance and repairs, with a strong general mechanical aptitude.

Other Knowledge, Skills, and Abilities:

- Basic knowledge of computers, office equipment and phone.
- Must give attention to work and be able to physically and mentally react immediately to unexpected circumstances.
- Must be able to understand and follow written and/or oral directions/instructions.
- Must have strong organizational, analytical, time-management and multi-tasking skills.
- Must have good judgment and be tactful when dealing with staff and tenants/residents, contractors, etc.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, employee is regularly required to stand, walk, sit, lift, bend, stoop, twist, reach, push, pull, climb, balance, kneel, crouch, talk, hear, and smell.
- Employee must frequently lift, move, or carry items weighing 25 pounds or more and occasionally transport appliances or equipment weighing over 100 pounds to and from job sites.
- Tasks may involve pushing, pulling, or maneuvering heavy objects such as appliances.
- The role requires the ability to read and sign documents necessary for completing job-related paperwork.
- Work is performed both indoors in temperature-controlled environments and outdoors in varying weather conditions. The noise level is typically moderate, with regular interruptions.

Equal Opportunity Employer

Application Deadline: Applications accepted until position is filled.

To Apply: Send resume to Human Resources email: jcody@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.