



Office: (216) 521-7260  
Fax: (216) 529-0859

14300 Detroit Avenue  
Lakewood, OH 44107

## **Position Summary**

Barton Communities is seeking a skilled and dependable Maintenance Technician to support daily operations at Ridgeville Farms and Puritas Senior Apartments, affordable senior housing communities located in Northeast Ohio.

This position plays a critical role in maintaining safe, well-functioning, and dignified housing for older adults.

The Maintenance Technician is responsible for building maintenance, unit turnover, all-season landscaping, emergency response, and coordination with property management and outside contractors as needed.

---

## **Standard Work Schedule & On-Call Duties**

- Standard work week: 35 hours per week
- Typical daytime schedule aligned with property operations
- Includes an unpaid lunch break each workday
- Shared, paid on-call rotation with other maintenance technicians:
  - On-call hours: 4:00 PM to 8:00 AM
  - On-call duties rotate to ensure balanced coverage
  - Respond to after-hours maintenance urgent service requests as needed

---

## **Key Responsibilities**

### **Building & Systems Maintenance**

- Perform routine and preventive maintenance of building systems including HVAC, plumbing, electrical, appliances, doors, and fixtures
- Troubleshoot and complete repairs in a timely and cost-effective manner
- Respond promptly to work orders and maintenance emergencies, including during assigned on-call periods
- Other duties as assigned

**Barton Communities**

*Premier affordable housing communities where older adults thrive.*

[www.bartoncommunities.org](http://www.bartoncommunities.org)



Office: (216) 521-7260  
Fax: (216) 529-0859

14300 Detroit Avenue  
Lakewood, OH 44107

#### Unit Turnover & Interior Maintenance

- Prepare apartments for new residents, including painting, drywall repair, light carpentry, and minor renovations
- Ensure units meet Barton Communities' quality, safety, and accessibility standards prior to occupancy

#### All-Season Landscaping & Grounds

- Perform and coordinate year-round grounds maintenance, including:
  - Lawn care, trimming, and seasonal plant maintenance
  - Leaf removal and general site cleanup
  - Snow and ice removal from walkways, entrances, and emergency egress areas
  - Monitoring exterior conditions for trip hazards and safety concerns
- Maintain outdoor common areas to ensure a safe, attractive, and accessible environment for senior residents

#### Vendor & Contractor Coordination

- Assist property management in coordinating vendors for specialty repairs (elevators, fire alarms, sewer/lift stations, generators, etc.)
- Receive training from vendors and contractors for property-specific systems as assigned

#### Resident Interaction & Safety

- Interact respectfully and professionally with senior residents
- Enter occupied units in accordance with notice requirements, fair housing, and privacy standards
- Support life-safety inspections, accessibility needs, and building compliance requirements

#### Documentation & Compliance

- Maintain accurate maintenance logs, work orders, and inspection checklists
- Assist with unit inspections and documentation for management and compliance reviews

**Barton Communities**

*Premier affordable housing communities where older adults thrive.*

[www.bartoncommunities.org](http://www.bartoncommunities.org)



Office: (216) 521-7260  
Fax: (216) 529-0859

14300 Detroit Avenue  
Lakewood, OH 44107

- Follow Barton Communities' policies, safety procedures, and preventive maintenance standards

#### Required Qualifications

- High school diploma or GED
- Prior experience in apartment, residential, or building maintenance
- Demonstrated ability to perform all-season grounds and landscaping work
- Working knowledge of plumbing, electrical, HVAC, and general repairs
- Ability to communicate clearly and professionally with residents, staff, and vendors
- Reliable transportation required (position serves multiple properties)
- Ability to pass background screening and drug testing

#### Preferred Qualifications

- Experience in senior housing or affordable housing environments
- HVAC or trade-specific certification
- Experience participating in preventive maintenance programs and on-call rotations

#### Physical Requirements

- Ability to lift up to 50 lbs.
- Ability to climb stairs, ladders, and work in mechanical spaces
- Ability to perform outdoor work year-round, including snow removal
- Capacity to work indoors and outdoors in varied Northeast Ohio weather conditions

---

#### Compensation & Benefits

- Salary range: \$42,000 – \$46,000 per year, commensurate with experience
- Stipend for on-call coverage as part of a shared rotation, in addition to 1.5 times the hourly rate for urgent service call-out hours
- Competitive benefits package
- Stable, mission-driven organization serving older adults

**Barton Communities**

*Premier affordable housing communities where older adults thrive.*

[www.bartoncommunities.org](http://www.bartoncommunities.org)