

Housing Authority, City of Bartlett

200 Cryer Dr.

Bartlett, TX

(254)527-4295 Director@BartlettTexasHousing.org

Bartlett Housing Authority Maintenance Technician – Full-Time

The Bartlett Housing Authority is seeking a dependable, skilled **Maintenance Technician** to join our team. We currently manage **51 dwelling units**, a **meeting hall**, **common grounds**, an **administrative office**, and **maintenance buildings**. This position plays a vital role in ensuring our properties remain safe, functional, and well-maintained for our residents.

Responsibilities:

- Perform routine and emergency maintenance across all properties, including:
 - Carpentry repairs
 - Plumbing installation and repair
 - Basic electrical work
 - Painting and drywall repair
 - General lawn care and groundskeeping
- Complete daily work orders in a timely and professional manner.
- Maintain accurate inventory of tools, supplies, and materials.
- Assist with unit turnovers, preventative maintenance, and seasonal tasks.
- Ensure all facilities meet safety and regulatory standards.
- Communicate effectively with residents, staff, and supervisors.

Qualifications:

- Proven experience in building or property maintenance.
- Familiarity with carpentry, plumbing, electrical systems, painting, and lawn care.
- Ability to track and maintain work orders and inventory.
- Strong problem-solving skills with attention to detail.
- Ability to work independently and manage multiple tasks.
- Valid driver's license preferred.

Benefits:

- Competitive pay based on experience
- Training and advancement opportunities

How to Apply:

Submit your application or résumé to the Bartlett Housing Authority office or email it to [**Director@BartlettTexasHousing.org**](mailto:Director@BartlettTexasHousing.org) Position open until filled.
