

Apartment Maintenance Technician-North Charleston, SC

September 2026

The North Charleston Housing Authority is seeking qualified skilled/semi-skilled applicants for the position of Apartment Maintenance Technician.

The Apartment Maintenance Technician performs skilled and semi-skilled trades work of moderate difficulty in the repair, maintenance, and preparation of apartment units, buildings, grounds, and related facilities for multi-family properties located in North Charleston, South Carolina.

Essential Duties and Responsibilities

Duties may include, but are not limited to:

- Perform routine, preventive, and emergency maintenance and repairs in occupied and vacant apartment units, buildings, common areas, and grounds.
- Complete assigned work orders and unit-turn assignments within established timeframes.
- Prepare vacant units for occupancy, including painting, drywall repair, flooring repairs/replacement, carpentry, caulking, appliance installation, and general repairs.
- Perform routine maintenance and basic troubleshooting of HVAC systems; replace filters and perform preventive maintenance as assigned. HVAC Certification is a plus.
- Perform plumbing repairs, including faucets, toilets, sinks, drains, valves, and other plumbing fixtures.
- Perform minor electrical repairs, including outlets, switches, light fixtures, and other components within the employee's level of training and authorization.
- Repair and replace doors, locks, cabinets, hardware, windows, screens, and other building components.
- Perform minor carpentry, masonry, drywall, painting, flooring, and other general building repairs.
- Conduct routine inspections of apartments, buildings, mechanical rooms, common areas, and grounds and report safety hazards, property damage, and maintenance concerns.
- Assist with preventive maintenance programs and special maintenance projects.
- Maintain accurate documentation of work performed, materials used, and work-order status.
- Prioritize emergency, health and safety, and urgent maintenance requests.
- Assist with maintaining grounds and common areas and removing debris to ensure properties are maintained in a clean, safe, and attractive condition.
- Safely operate hand tools, power tools, maintenance equipment, and other equipment necessary to perform assigned duties.
- Maintain and properly care for Authority tools, equipment, vehicles, materials, and supplies.
- Communicate promptly with the supervisor regarding delays, material shortages, contractor needs, safety concerns, or other conditions that may prevent timely completion of an assignment.
- Communicate professionally and respectfully with residents, coworkers, contractors, vendors, and supervisors.
- Respect resident privacy and property when entering occupied units and follow established procedures for entering apartments.
- Assist with inspections and preparation of properties for regulatory, physical, and other required inspections.
- Follow established Housing Authority policies and procedures, applicable housing/building codes, OSHA requirements, and workplace safety practices.
- Properly use required personal protective equipment (PPE).
- Maintain a clean and safe work area.
- Perform other duties and special projects as assigned.

Qualifications & Requirements

- Skilled/semi-skilled experience in apartment, residential, commercial, facilities, or general building maintenance preferred.
- Knowledge of general maintenance, repair, construction, plumbing, electrical, carpentry, painting, flooring, and HVAC systems preferred.
- HVAC Certification is a plus.
- Ability to troubleshoot maintenance problems and determine when specialized contractor assistance is required.
- Ability to work independently with appropriate direction and supervision.
- Ability to prioritize multiple work assignments and complete work within established deadlines.
- Ability to maintain accurate records and documentation.
- Ability to communicate effectively with residents, coworkers, supervisors, and contractors.
- Must be able to safely lift, carry, push, and pull maintenance materials and equipment and work from ladders and in other areas necessary to perform assigned duties.
- Must be able to work indoors and outdoors and in varying weather conditions.
- This position will require overtime and be available to take emergency calls on a 7-day rotating basis.
- Must be able to pass a pre-employment drug screening, criminal background check, and reference check.
- Valid driver's license required.
- Must have reliable transportation to and from each worksite.

Compensation & Benefits

Starting Salary: \$45,500 – \$65,000 per year

The North Charleston Housing Authority offers an excellent benefits package.

Application Information

Interested applicants should submit their resume to Rhonda Scott, Executive Assistant Email: rscott@nchashousingauthority.com.

Position is open until filled.

No faxes, phone calls, or emails regarding application status will be accepted.

EOE – Equal Opportunity Employer