



**NEIGHBORS OF  
WATERTOWN, INC.**

**A Neighborhood Preservation Company  
Serving Watertown Since 1969**

**Company:** Neighbors Of Watertown, Inc.  
**Job Title:** Maintenance  
**Status:** Full Time, Non-Exempt – 40 hours per week

**Description:**

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities include over 400 residential rental units as well as approximately 30 commercial rental spaces that are maintained by the company. Most units are located in the city of Watertown and the remaining units are in the Philadelphia area.

We are seeking a Maintenance person to help maintain rental buildings owned or managed by the company. This is an hourly position. There will be after-hours on call duties.

General duties include:

- Maintenance of all units, including
  - Plumbing
  - Electrical
  - Heating
  - Grounds upkeep
  - Unit turnovers
- Being available for on-call duties after hours
- Other duties as assigned

**Qualifications:**

- High School Diploma
- Prior maintenance experience in areas listed above
- Ability to work well with others and share duties
- Good organizational skills
- Reliable transportation for accessing scattered sites
- Ability to pass background check

