



84 Walton St NW #500  
Atlanta, GA 30303  
P: 404.658.1877  
F: 404.658.1919  
[AtlantaDowntown.com](http://AtlantaDowntown.com)

## Maintenance Technician

### ABOUT US:

The Atlanta Downtown Improvement District (ADID), founded in 1995 by Central Atlanta Progress, is a public-private partnership and 501(c)3 nonprofit charitable organization that strives to create a livable environment for Downtown Atlanta. With a board of directors of nine private and public leaders, ADID is funded through a community improvement district.

ADID currently contains 220 blocks within and is generally bounded by North Avenue on the north, Memorial Drive on the south, Piedmont Avenue and the Downtown Connector on the east, and the Norfolk Southern rail line on the west but provides services to Northside Drive.

### POSITION SUMMARY:

Under the supervision of the Vice President of Operations of ADID and under the direction of the Senior Manager, the Maintenance Technician diagnoses, repairs, and maintains physical structures, equipment, and systems associated with services request by driving to various locations, using hand tools, power tools, replacement parts and procedures to complete assigned work tasks; utilizes outside contractors to complete repairs as needed.

### RESPONSIBILITIES:

The responsibilities of the Maintenance Technician are as follows:

- Handling basic repairs and maintenance.
- Installing street furniture. Example: Bike racks and trashcans
- Diagnosing mechanical issues and correcting them.
- Repairing machines, equipment, or structures as necessary.
- Moving large sidewalk planters.
- Installing large flower baskets on light poles.
- Streetlight and trashcan painting.
- Setting up tables and chairs for events.
- Ensure resident requested service orders are completed on a timely basis.
- Assist in maintaining the exterior of the property to always provide clean and acceptable curb appeal.
- Comply with all OSHA regulations and health, safety, and environmental laws.
- Additional duties as assigned.

### MINIMUM QUALIFICATIONS:

The qualifications of the Maintenance Technician are as follows:

- A minimum of three (3) years of related experience.
- A high school diploma or equivalent is required.
- Excellent verbal and written communication skills.
- Ability to multitask, stay organized and meet deadlines.

- Able to be on-call for responding to after-hours emergencies.
- Skilled in the use of hand and power tools.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to use common power tools
- Experience performing routine maintenance.
- Strong organizational and follow-up skills.
- Eye for detail.
- Professional presentation and attitude.
- Strong time management skills.

**PHYSICAL & ADDITIONAL REQUIREMENTS:**

- Must be able to lift to 50 lbs.
- Knowledge of available community resources.
- Work both indoors and outdoors during extreme cold and hot periods, including the entire shift

In addition, applicants must:

- Must be able to read and write English and follow oral and written instructions
- Must pass drug screening
- Must pass a background check
- Have a valid Driver's License

**POSITION CLASSIFICATION:**

This is a full-time (Monday – Friday, 40 hours), Non-exempt position. Compensation is commensurate with experience, bonus eligible, and room for growth. Employment, including benefits, is provided through Atlanta Downtown Improvement District, Inc. ADID is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin. Full COVID-19 vaccination is required.

**APPLICANT INSTRUCTIONS**

Interested applicants should e-mail a letter of interest and their resume to Sid Jackson, Director, Human Resources, at [sjackson@atlantadowntown.com](mailto:sjackson@atlantadowntown.com). Only those applicants deemed qualified will be contacted. No phone calls, please.

*Employment is provided through Atlanta Downtown Improvement District, Inc. ADID is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin. The statements contained in this position description are not necessarily all-inclusive, additional duties and responsibilities may be assigned and requirements may vary from time to time. Professional business references and a background check will be required for all final applicants selected for a position.*