



**Job Title: Maintenance Technician**

**Location: The Brook Apartments- Utica, NY 13501**

**Hours: Full Time**

**Job Description:**

Massachusetts based Real Estate Management Company is seeking a qualified, motivated and experienced part-time Maintenance Technician for a 100 unit home Elderly Section 8 affordable community in Utica, NY.

**Duties and Responsibilities:**

The responsibilities of the Maintenance Technician are wide-ranging and quite diverse. Some duties include but are not limited to handling daily work from existing residents and office staff; turning over apartments for occupancy; maintaining or replacing appliances, fixtures and switches; working with contractors as necessary; providing corrective maintenance; providing preventive maintenance; inspecting apartments, buildings and/or grounds as necessary; replacing/maintaining smoke detectors, circuit breakers and outlets; providing touch-up paint; changing window screens and glass; providing cosmetic repairs within apartments and common areas, snow removal and trash removal.

This position is twenty hours a week with rotation of On-call emergencies after hours and weekends if necessary. The position offers the right candidate the opportunity to enhance their current skills and acquire new knowledge. This is not just a job but a career in residential property maintenance that offers new and interesting challenges on a daily basis.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Karyn Darrow at [kdarrow@hallkeen.com](mailto:kdarrow@hallkeen.com)**