



Job Title: Facilities & Property Maintenance Technician

Locations: Coady School Residences, Bourne, MA 02532 and

The Henry T. Wing School, Sandwich, MA 02563

Hours: Full Time 40 hours per week

Pay: \$28.00 per hour

Reports To: Maintenance Director

Job Summary:

Real Estate Management Company is seeking a reliable and experienced **Facilities & Property Maintenance Technician** to primarily oversee the cleaning, appearance, and daily upkeep of three residential buildings while assisting the Maintenance Director with general maintenance needs.

Responsibilities:

- Perform daily cleaning and custodial services throughout three residential buildings, including common areas, hallways, entrances, and other shared spaces.
- Complete daily property walks, trash removal, and general upkeep of buildings and grounds.
- Maintain a clean, safe, and presentable environment for residents.
- Assist with resident service requests and general property needs.
- Assist the Maintenance Director with minor repairs, painting, apartment turnovers, fixtures, appliances, plumbing, and other maintenance tasks.
- Assist with preventive and corrective maintenance as needed.
- Coordinate with contractors and vendors when requested.
- Assist with snow removal, shoveling, and salting during winter.
- Travel between the Bourne and Sandwich properties as needed.
- Work independently and communicate maintenance or property concerns to the Maintenance Director.
- **Participate in a scheduled on-call rotation with the Maintenance Director and respond to after-hours maintenance emergencies as assigned.**
- Perform other duties as assigned.

Requirements:

- Previous custodial, maintenance, facilities, or related experience preferred.
- Strong attention to cleanliness and detail.
- Excellent interpersonal and verbal communication skills.
- Ability to work independently and interact professionally with residents.
- Reliable and safety-conscious.
- Valid driver's license required.
- Ability to participate in the on-call rotation and assist with winter snow removal.

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.

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