Job Title: Facilities & Property Maintenance Technician - offering a $1,000 hiring bonus!
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:
Are you looking to join a supportive team and a dynamic company? We are so sure you will love it at HallKeen that we are offering a $1,000 hiring bonus for the right candidate! All bonuses to be paid per company policy.

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.

APPLY NOW