

HallKeen Management

Job Title: Maintenance Technician
Location: Coady School Residence Bourne, MA 02532
Hours: Full Time

Job Description:

Massachusetts based Real Estate Management Company is seeking a qualified, Motivated, and experienced full-time Maintenance Technician; 40 hours per week. Position is located at a 55+ apartment community in Bourne.

Primary Responsibilities:

- ⤴ Daily janitorial needs and trash pick-up
- ⤴ Daily service requests
- ⤴ Apartment turnovers
- ⤴ Maintaining or replacing appliances, fixtures and switches
- ⤴ Minor plumbing repairs
- ⤴ Working with contractors as necessary
- ⤴ Providing corrective and preventive maintenance
- ⤴ Inspecting apartments, buildings and/or grounds as necessary
- ⤴ Replacing/maintaining smoke detectors, circuit breakers and outlets
- ⤴ Painting
- ⤴ Snow removal, shoveling and salting
- ⤴ Replacing window screens and glass
- ⤴ Providing cosmetic repairs within apartments and common areas
- ⤴ Other duties as needed
- ⤴ Ability to work independently

Requirements:

- This position includes required response to on-call emergencies after hours when necessary and snow removal responsibilities during the winter season.
- Individual must have excellent interpersonal and verbal skills in order to interact daily with residents.
- Valid driver's license

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.

Equal employment opportunity

Send resume and salary requirements to: JSampson@HallKeen.com