



Job Title: Custodian / Maintenance Assistant

Location: Copley Gardens Rockland, MA 02370

Hours: Part Time, 20 Hours Per Week

Job Description

Massachusetts based Real Estate Management Company is seeking a motivated and Skilled Custodian / Maintenance Assistant; 28 hours per week. Position involves minor travel between two properties; Rockland and Hanson, with primary responsibilities in Rockland.

Primary Responsibilities

- Daily property wide custodial needs
- Daily property walk / trash pick-up
- Assisting with daily service requests as assigned
- Apartment turnover painting
- Inspecting apartments, buildings and/or grounds as necessary
- Snow removal, shoveling and salting
- Providing cosmetic repairs within apartments and common areas
- Performing property landscaping
- Other duties as needed
- Ability to work independently

Requirements

- This position includes possible rotation of 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.

If you are interested in applying or know someone to refer for the position please e-mail to Michelle Feliz-Rosario at mfeliz-rosario@HallKeen.com