

HALLKEEN MANAGEMENT

Job Title: Custodian / Maintenance Assistant
Location: Rockland, MA 02372
Hours: Part Time / 20 hours per week

Job Description

Massachusetts based Real Estate Management Company is seeking a motivated and Skilled Custodian / Maintenance Assistant; 20 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.

Equal employment opportunity

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