



**Job Title: Maintenance Technician with \$1,000.00 Sign on Retention Bonus**

**Location: Courts at Camp Springs - Suitland, MD 20746**

**Hours: Full-Time 40 hours/week**

**Job Description:**

**We are offering a \$1,000 bonus for the right candidate.**

**All bonuses to be paid per company policy.**

HallKeen Management has an opening for an experienced and motivated Maintenance Technician to complete various maintenance responsibilities for Courts of Camp Springs, Suitland, MD.

Participation in rotation of On-call emergencies after hours and weekends is required. Individual must have experience and skills in building maintenance. Individual must possess excellent interpersonal skills in order to interact well with residents and be able to work independently.

HallKeen has a terrific benefit package which includes medical, dental and 401k.

**Essential Job Duties:**

- Be responsible for quality work, time management of work, appearance and professionalism
- Communicate daily with the Supervisor on work order status and special orders
- Share on call responsibility with other staff and respond to resident requests within 24 hrs
- Help with maintaining the make ready board and plan accordingly to ensure units are ready within 5 days
- Help in preparing inventory and purchase approvals of equipment, supplies, tools and services
- Conduct audits of vendors work and pricing
- Responsible for supply and upkeep of maintenance shop and proper storage
- Follow up and maintain community preventative maintenance program
- Participate in Safety Training Meetings

**Skills and Experience:**

- Strong plumbing background
- A minimum of 3 years maintenance experience is preferred
- HVAC license required, OSHA license is a plus
- Strong communication, interpersonal, teambuilding and organizational skills
- Ability to self-motivate and work within deadlines to complete a project
- Be in a consistent “pro-active” state of management
- Possess a strong knowledge in electrical, painting, grounds maintenance, and carpentry
- Candidates with CAMT, CAM experience and ONESITE software experience is a plus

**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.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to [cmatthews@hallkeen.com](mailto:cmatthews@hallkeen.com)**