



Job Title: Maintenance Technician

Location: Pine Oaks 1 & 2 Harwich, MA 02645

Hours: Full Time / 40 hours per week

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 an elderly apartment community in Harwich, MA with a total of 98 apartment homes.

Primary Responsibilities include, but are not limited to the following:

- Daily service requests
- Apartment turnovers
- Maintaining or replacing appliances, fixtures and switches
- Daily property grounds pickup
- Basic knowledge of plumbing and electrical repairs
- Performing property landscaping
- 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
- Providing cosmetic repairs within apartments and common areas
- Ability to work independently

Requirements:

- This position includes 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

In addition to general maintenance abilities, candidate must be energetic, organized and possess computer skills, strong interpersonal characteristics in order to interact well with residents/co-workers. The above listed job description is meant to be a guideline not a complete description.

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.

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 email resume and salary requirements to JessicaBeckman@hallkeen.com