

HALLKEEN MANAGEMENT

Job Title: Maintenance Technician
Location: The Pines at Carolina Place Pineville, NC 28134
Hours: Full-Time

Job Description:

HallKeen Management has an opening for an experienced and motivated Maintenance Technician to complete various maintenance responsibilities for The Pines at Carolina Place, Pineville, NC. 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, 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

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to dboone@hallkeen.com