



Job Title: Maintenance Technician

Location: Hyde Park, MA 02136 and Watertown, MA 02472

Hours: Full Time 40 hours a week

Job Description:

HallKeen Management has an opening for a full-time Maintenance Technician to oversee all maintenance / janitorial responsibilities for two properties totaling 65 units. Position will require travel between two properties.

Duties of this hands-on position include, but are not limited to:

- Handling and directing daily work orders
- Cleaning of common areas and trash removal
- Turning over apartments for occupancy which includes but not limited to: painting, cleaning, lock changes, appliance switch outs, fixture replacement, final inspection, etc.
- Maintaining or replacing appliances, fixtures and switches
- Snow removal
- Seek, evaluate and recommend contractors for various out-sourced functions
- Provide preventive and corrective maintenance
- Maintain/replace smoke detectors, circuit breakers and outlets
- Inventory control.

Maintenance Technician will prepare for and participate in property inspections (including REAC) as well as individual periodic inspections. They will also be available for on-call emergencies after hours/weekends/holidays. Individual must possess excellent interpersonal skills in order to interact well with residents and be able to work independently

Candidate must have prior property maintenance experience and working knowledge of current safety practices and regulations (OSHA), grounds maintenance (including snow removal), plumbing, HVAC and electrical systems to handle service calls and maintain vendor relationships. Salary range is \$26-\$29 proportionate to experience.

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 e-mail resume and salary requirements to Lynelle Lee at llee@hallkeen.com