



Job Title: Maintenance Technician

Location: East Hartford, CT 06118

Hours: Part Time – 25 Hours per Week

Job Description:

HallKeen Management Company is seeking a part-time qualified and motivated Maintenance Technician for two properties totaling 56-units in Hartford, CT. The responsibilities of the Maintenance Technician are quite diverse including but not limited to: making apartments ready for occupancy, painting, cleaning of hallways and common areas; assisting with inspections of apartments, buildings and grounds; completing service requests from residents and office staff; and accompanying contractors on site as necessary. This position will also include an on-call rotation.

Individual must have experience and skills in building maintenance including plumbing, carpentry and minor electrical. Individual must possess excellent interpersonal, oral and written communication skills in order to interact well with residents and all clientele.

The qualified candidate will participate in on-call rotation for emergency maintenance and snow removal, on weekends and holidays. They should have reliable transportation and have the ability to assist in carrying/moving appliances, and climb ladders as needed.

The position is 25 hours per week reporting directly to the regional maintenance director, and offers the right candidate the opportunity to enhance his/her current skills acquiring new knowledge and grow with our company.

If you are interested in applying or know someone to refer for the position please e-mail resume to Charlotte Lewis at CLewis@hallkeen.com