

## **HALLKEEN MANAGEMENT**

**Job Title:** Maintenance Technician

**Location:** Portland, ME 04101

**Hours:** Full Time

### **Job Description:**

HallKeen Management Company is seeking a qualified and motivated Full-Time Maintenance Technician for a 169-unit property in Portland, Maine for 40 hours per week. The responsibilities of the Maintenance Technician are quite diverse including but not limited to: making apartments ready for occupancy; painting; cleaning of hallways, bathrooms 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.

Ability to work with a diverse public and excellent customer service is required.

The qualified candidate will participate in on-call rotation for emergency maintenance and snow removal, on weekends and holidays (currently including but not limited to every third weekend and every snow day), have reliable transportation and have the ability to assist in carrying/moving appliances, shovel snow and climb ladders as needed.

The position is 40 hours per week reporting directly to the property 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 fax or email resume to 207-780-8804 or [mdunham@hallkeen.com](mailto:mdunham@hallkeen.com)**