

HALLKEEN MANAGEMENT

Job Title: **Maintenance Technician**

Location: **Summerfield Townhouses
East Hartford, CT 06118**

Hours: **Full-time (40 hours)**

Job Description:

HallKeen Management seeks a qualified, motivated and experienced Maintenance Tech for a 396 unit property in East Hartford, Connecticut. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere.

The responsibilities of the Maintenance Technician are wide-ranging and quite diverse. Some duties include but are not limited to handling daily work from existing residents and office staff; turning over apartments for occupancy; maintaining or replacing appliances, fixtures and switches; working with contractors as necessary; providing corrective maintenance; providing preventive maintenance; inspecting apartments, buildings and/or grounds as necessary; replacing/maintaining smoke detectors, circuit breakers and outlets; providing touch-up paint; changing window screens and glass; providing cosmetic repairs within apartments and common areas;. Duties also include, but not limited to, general cleaning of common areas, cleaning of laundry room, cleaning of vacant apartments, removing trash/leftover items from recently vacated apartments and picking up trash on the grounds. This position is forty hours a week with rotation of On-call emergencies after hours and weekends if necessary.

The position offers the right candidate the opportunity to enhance his 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.

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