



**Job Title: Maintenance Technician**

**Location: Willow Trace Apartments Plainville, MA 02762**

**Hours: Part-Time 20 Hours**

**Job Description**

Massachusetts based Real Estate Management Company is seeking a qualified, motivated, and experienced Maintenance Technician for part time 20 hours per week. Position is located at an apartment community in Plainville, MA with a total of 88 apartments.

**Primary Responsibilities:**

- Daily janitorial needs and trash pick-up
- Daily service requests
- Apartment turnovers
- Maintaining or replacing appliances, fixtures and switches
- Minor plumbing and HVAC repairs
- Working with contractors as necessary
- Providing corrective and preventive maintenance
- Inspecting apartments, buildings and/or grounds as necessary
- Replacing/maintaining smoke detectors, circuit breakers and outlets
- Painting
- Snow removal, shoveling and salting as needed
- Replacing window screens and glass
- Providing cosmetic repairs within apartments and common areas
- Other duties as needed
- Ability to work independently

**Requirements:**

-This position includes required response to on-call emergencies after hours when necessary and may include some snow shoveling responsibilities during the winter season.

-Individual must have excellent interpersonal and verbal skills in order to interact daily with residents.

-Valid driver's license

The position offers the right candidate the opportunity to enhance their 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 fax or e-mail resume to Dalia Andres at 508-699-7116 or [dandres@hallkeen.com](mailto:dandres@hallkeen.com)**