

## **HALLKEEN MANAGEMENT**

**Job Title:** Maintenance Technician  
**Location:** Woods at Wareham – Wareham, MA 02571  
**Hours:** Full-time

### **Job Description:**

Massachusetts based Real Estate Management Company is seeking a qualified, motivated and experienced full-time Maintenance Technician; 40 hours per week.

### **Primary Responsibilities**

- ⤴ Daily service requests
- ⤴ Apartment turnovers
- ⤴ Maintaining or replacing appliances, fixtures and switches
- ⤴ Daily property trash pickup
- ⤴ Plumbing 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
- ⤴ Replacing window screens and glass
- ⤴ Providing cosmetic repairs within apartments and common areas
- ⤴ Performing property landscaping.
- ⤴ Other duties as needed
- ⤴ Ability to work independently

### **Requirements**

- This position includes rotation of on-call emergencies after hours when necessary and snow removal 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 [showe@HallKeen.com](mailto:showe@HallKeen.com) or fax to 508-295-5589.