

Maintenance Technician Job Description

We are recruiting a Maintenance Technician to join our team. Previous experience needed in carpentry, electrical, plumbing, and apartment punch-out. Eighteen (18) months related experience and/or training in residential property management is required. The ability to multitask and maintain a professional appearance are a must.

This position will require weekend and on-call work.

Position Responsibilities:

- Ensure condition of community grounds are clean, safe and cleared of any debris, trash or weather related matters.
- Proactively fix and repair items as identified and as reported by residents.
- Participating in all maintenance projects and after-hours emergency work.
- Troubleshooting appliances and other technical issues.
- Other duties as assigned or requested.
- Be responsible for inventory control and utilization of maintenance materials.
- Assist with annual unit apartment inspections.
- Keep accurate records regarding preventive maintenance, work orders, apartment refurbishing, annual inspections, inventories, purchase orders.
- Perform scheduled maintenance on all heating/ventilation/air conditioning equipment based on the manufacturer's recommendations and operating manuals.
- Periodically inspect all units, buildings, and common areas, performing repairs and janitorial assistance as needed.
- Have knowledge regarding water and gas meter cutoffs, all apartment and fixture cutoffs.
- Have constant knowledge regarding contracts and suppliers, their goods and services.
- Assist in apartment move-in and move-out inspections.

Job Requirements:

- HVAC/Heat Pump experience, a plus
- **Valid Drivers License with safe driving record**
- 18 + months of experience in apartment maintenance or equivalent field.
- Must be responsible for taking calls for after hour emergency maintenance, including nights and weekends.
- Possess your own basic tools to perform apartment/building maintenance
- Ability to use a computer

Don't sell yourself short. Our Maintenance Technicians must have the following qualifications:

- Technical school preferred, High School Diploma or G.E.D required
- Minimum 1-2 years' experience in maintenance or equivalent field
 - Prior apartment maintenance experience preferred
- Knowledge in plumbing, electrical, and general building trades
 - HVAC Certification preferred

- Proficient in reading, writing, grammar, and mathematical skills

Competitive Salary and an Excellent Benefits Package offered including Health, Dental, Vision, RX, Life, LTD, STD and 401(k). Salary will commence with experience.

Please forward resume to lashon@noblerealtyadvisors.com.