

MAINTENANCE TECHNICIAN

Department: Operations
Classification: Non-Exempt

Position Summary

The Maintenance Technician will take direction from the Maintenance Supervisor and report to the Property Manager as applicable.

The Maintenance Technician will be responsible for the maintenance, repair, and cleanliness of apartment buildings assigned to them which may consist of multiple locations and building types.

The Maintenance Technician will ensure that their assigned apartment buildings are maintained to company and industry standards of excellence.

Duties and Responsibilities

- Perform administrative work each morning (30 minutes) as assigned by the PM or Support Center including but not limited to Grace Hill training, reviewing “My Penrose” updates, reviewing messages from the executive team/ownership, scheduling vendors, ordering parts, participating in “Team Meetings” etc. Communication and compliance with PMs, MSs, RPMs, RMMs, and Property Support Center is mandatory. Undisturbed computer time will be provided by your supervisor.
- Ensure all service requests and repairs are made correctly and in a timely manner using the company’s mobile Maintenance ap.
- Assist with turnkey operations as required. Including but not limited to scheduling, punch, paint, and cleaning within 5 business days of move out.
- Maintaining an effective preventative maintenance program.
- Prepare for Owner, Federal, State, and local inspections.
- Inspect grounds, buildings, and common areas for a safe, clean environment.
- Remove snow from sidewalks, entry ways, and other common areas as directed by supervisor with company approved equipment and supplies and keep records in a company provided log.
- Inventory and control budget by using company provided Mobile Maintenance ap.
- Maintain an organized, clean, and safe work area.
- Comply with all Standard Operating Procedures.
- Comply with all OSHA regulations and health, safety, and environmental laws.
- Communicate effectively with residents, fellow associates, vendors, and supervisors.
- Attend and participate in technical training programs to maintain personal skill level.
- Other tasks or duties as assigned by supervisor.
- Respond to after-hour emergency calls as required by company standard operating procedures.

Performance Metrics

- Property inspection results will be consistently excellent
- Work orders and unit turns will be consistently on time
- Preventive maintenance will be done professionally and on time
- Customer satisfaction surveys will be consistently perfect.

Required Education and Experience:

- High School Diploma / GED – technical training certifications a plus
- One year of property maintenance responsibilities, or similar experience
- Requires a valid driver's license, an insured vehicle, and the ability to travel (between properties)
- Obtaining a company provided EPA certification is required within 6 months of employment. This certification is provided by Pennrose Management Company.

Working Conditions:

- Ability to work periodic flexible hours is required. Ability to travel by plane and automobile is required.
- Ability to work at property locations within or near transitional neighborhoods
- Ability to climb stairs, take elevators, bend, squat and reach overhead, and meet standard mobility and lifting for tasks typically associated with property maintenance
- Ability to multitask, stay organized and meet deadlines.
- On-call, after-hour emergency service will be required
- Hands-on repair and maintenance work constitutes majority of time and duties.

How to Apply

- Visit our career page [Job Listings at Pennrose \(icims.com\)](#)
- Or Apply directly to [Maintenance Technician in Annapolis, Maryland | Careers at Wilbourn Estates aka Newtowne 20 \(icims.com\)](#)