**The Shoreline Corporation is currently hiring a Full Time Maintenance Technician at Woodcraft Square Apartments in Monroe, MI. We are seeking a highly motivated and skilled individual to join our team.**

**Duties and Responsibilities:**

* Complete work orders and repairs in common areas and residential units as directed by Maintenance Supervisor and Property Manager. Reporting directly to the Maintenance Supervisor.
* Complete preventative maintenance as directed by Maintenance Supervisor and Property Manager.
* Perform light electrical, plumbing and carpentry repairs.
* Repair and replace appliances, fixtures, carpet, screens, tile, glass, locks etc.
* Interior and exterior painting.
* Assist with grounds work, including snow removal.
* Assist and complete apartment turnovers.
* Assist with apartment inspections.
* Maintain a safe, clean, and attractive appearance of the Property.
* Be observant of any area or item needing repair and report same to management office.
* Participate in standby emergency & snow removal coverage for evening, weekend and holiday coverage.
* Other duties as requested by the Maintenance Supervisor and Property Manager.

**Qualifications:**

* 2-3 years of maintenance experience. Managerial experience a plus.
* High school education or equivalent.
* Concern for a work-safety program and ability to operate equipment in a proper and safe manner.
* Prior experience with iPads and/or computers.
* Must be personable, trustworthy, and able to work both independently and with team.
* Ability to work to communicate professionally with all staff, vendors and residents.
* Must be able to lift & carry up to 50 lbs.

The Shoreline Corporation offers a dynamic work environment and comprehensive benefits package which includes health insurance, dental insurance, life & disability insurance, paid vacation and sick time, 401K with company match and more.

The Shoreline Corporation is a small property management company headquartered in Cambridge, MA. We manage primarily residential housing units, along with office and other commercial spaces as well. Our residential properties include market units, Section 8 units, and a combination of both. Our Section 8 properties include elderly housing, multi-family, and a combination of both. Because most of our buildings were created as mills in the 19th century, they provide many unique characteristics but additional challenges as well.

Kindly submit your resume, cover letter and references when submitting your application.

The Shoreline Corporation is an Equal Opportunity Employer.

Job Type: Full-time

Pay: $16.00 - $19.00 per hour

Expected hours: 40 per week

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Employee assistance program
* Flexible spending account
* Health insurance
* Life insurance
* Paid time off
* Parental leave

Schedule:

* 8 hour shift
* On call
* Weekends as needed

Experience:

* Maintenance: 2 years (Required)

Language:

* English (Required)

Ability to Commute:

* Monroe, MI 48161 (Required)

Work Location: In person