

MAINTENANCE TECHNICIAN

Reports to Superintendent.

General responsibilities: Completing resident work orders, preventive maintenance, apartment turnovers, upkeep of grounds and completing weekly work schedules.

Specific Responsibilities:

1. Complete work assignments as directed by the Superintendent.
2. Complete weekly work schedules with the approval of the Property Manager.
3. Complete all work in a professional manner.
4. Follow the preventive maintenance plan or the property's mechanical systems.
5. Responsible for sharing emergency call duties during non-office hours.
6. Monitor the inventory system with the Property Manager.
7. Assist with annual unit inspections.
8. Any other duties as assigned by the Property Manager or Superintendent.

Requirements:

1. **Must have own tools**
2. **Must have a reliable vehicle with a valid driver's license**
3. **Prefer two years property maintenance experience**
4. **Performs various maintenance functions including minor repairs that *do not require the need for a license* in the following areas: electrical, plumbing, appliances, flooring, carpentry, HVAC**
5. **Fosters a positive, active and collaborative relationship with residents, communities and associated agencies. Works patiently, professionally and cooperatively with residents and staff.**
6. **Enforces and adheres to company policies, rules and regulations.**
7. **Preserves and respects resident and applicant confidentiality.**

Physical Capabilities:

Must live within 30 minutes of the property. Must be able to lift up to 50 pounds, climb and work on ladders, work with arms raised over head, stand/walk for long periods of time, climb stairs, bend at waist and knees to lift boxes, appliances, furniture, shovel snow, etc.

At First Hartford Realty Corp, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holiday & vacation, and a confidential employee assistance programs EOE

