

Job Title: Property Maintenance Technician

Job Summary

We are seeking a reliable and motivated Maintenance Technician to join our team. In this role, you will perform routine and emergency repairs to ensure our properties remain safe, functional, and welcoming. You will handle tasks ranging from basic plumbing and electrical work to general carpentry and groundskeeping.

Key Duties & Responsibilities

- **Routine Maintenance:** Conduct daily inspections of buildings and grounds to identify and address repair needs.
- **General Repairs:** Perform minor electrical (switches, fixtures), plumbing (leaks, toilets), and carpentry work.
- **HVAC Upkeep:** Troubleshoot heating and cooling systems and perform preventative tasks like filter replacements.
- **Unit Preparation:** Execute "make-ready" tasks for new tenants, including painting, drywall repair, and appliance installation.
- **Groundskeeping:** Maintain outdoor areas by removing debris, clearing snow, or performing light landscaping.
- **On-Call Support:** Participate in a rotation to respond to emergency maintenance requests after hours or on weekends.

Required Skills & Qualifications

- **Technical Knowledge:** Proven experience with plumbing, electrical, and HVAC systems.
- **Education:** High school diploma or GED; vocational or trade school certification is preferred.
- **Certifications:** EPA Universal Certification (often required for HVAC) is a plus.
- **Physical Ability:** Ability to lift up to 50 lbs, climb ladders, and work in tight spaces or various weather conditions.

- **Other Requirements:** Valid driver's license and reliable transportation are mandatory.

Soft Skills

- **Problem-Solving:** Strong troubleshooting abilities to diagnose issues efficiently.
- **Customer Service:** Professional communication skills for interacting with tenants and vendors.
- **Organization:** Ability to manage multiple work orders via property management software.