**Job Title: Maintenance Technician**

**Reports to:** Director of Property Manager

**Hours:**Part-Time or Full-Time (as offered)

**Position Purpose:**Assist in the upkeep of owned and managed properties

**Job Requirements**

Duties include but are not limited to:

**Description**

* Conduct general upkeep both interior and exterior
* Perform building repairs
* Perform preventative maintenance
* Diagnosing mechanical issues
* Maintain inventory of equipment and supplies
* Complete inspections of premises and equipment
* Perform groundskeeping and custodial work as needed
* Identify and resolve hazards on the premises
* Work with Vendors as required

**Qualifications**

* High School Diploma or General Education Degree (GED)
* Detail oriented and organized
* Strong critical thinking skills
* Ability to manage time and responsibilities
* General understanding and/or knowledge of plumbing, electrical and HVAC
* Ability to perform general repairs
* Skilled in the use of hand and power tools
* Ability to perform administrative computer tasks
* Some lifting and physical activities may be required as the role necessitates
* Ability to drive (between property locations) is necessary