

OPEN RECRUITMENT

Job Announcement

July 18, 2018

Position Title: Assistant Maintenance Technician
Supervisor: Lead Maintenance & Business Manager
Classifications: Non-Exempt
Closing Date: Until Filled
Annual Salary: Negotiable

To apply for this position,
check [here](#):

Scope and Purpose

To be responsible, under the direction of the Business Manager and/or Lead Maintenance, for the overall maintenance of the physical plant. Because of the importance of assuring the successful management of the maintenance staff, the maintenance technician/assistant must be trained to perform the duties of the Lead Maintenance and provide support and cooperation in completing all work items. Above all else, the spirit of teamwork and cooperation with other team members will not only improve the job you do, but enhance the entire work experience.

Duties and Responsibilities

General:

- Maintain a professional image and attitude in keeping with the objectives of the QuadCo and residents' welfare.
- Report to the Business Manager and/or Maintenance Supervisor each morning to communicate daily needs of the property and receive daily assignments.
- Report any observed problems in units or on the property to the Business Manager.
- Wear uniform shirt and identification as provided/directed by the Business Manager and/or Regional Manager. Work boots and/or tennis shoes may be worn; however, sandals are not allowed.

Physical Requirements:

- Physical aspects of the job may require heavy lifting, pushing, pulling, bending, kneeling, stooping, climbing, balancing, and carrying.

Qualifications for this Position

- High school education or equivalent.
- EPA 608 Certified and HVAC Certified
- 3 years' experience in multifamily maintenance and experience involving public contact preferred.
- Valid driver's license and current vehicle insurance.
- Use of personal automobile for local job-related travel and pick-up, or ability to drive pickup truck and van.
- Maintenance personnel must provide tools needed to perform routine maintenance tasks.
- Some type of formal training or experience in the following areas: carpentry; work; electrical work; painting; refurbishing and HVAC is preferred
- Willingness to pitch in and work in areas other than repairs and maintenance, i.e. janitorial, custodial, gardening, painting, etc.

