

## **Property Maintenance**

### **Description:**

The LRHA/CHAC is seeking a talented, reliable Apartment Maintenance Technician for our multifamily apartment community.

The main function of the Apartment Maintenance Technician is to organize, prioritize, and complete resident work orders and turnovers.

The ideal candidate will have prior apartment maintenance experience and well-rounded skills such as electrical, plumbing, and carpentry.

### **Requirements:**

- Ensure work orders/turnovers are completed effectively and efficiently.
- Maintain a count of outstanding work orders and report to the Property Manager daily.
- Keep the maintenance area neat and clean.
- Work on call rotations for maintenance emergencies.
- Coordinate with the Property Manager on purchasing parts/material as needed.

### **Essential Skills/Abilities**

- Plumbing, electrical, and carpentry experience.
- Ability to support and contribute to the team.
- Positive attitude.
- Two (2) years' experience in previous relevant maintenance field.
- Neat, clean, and professional.
- Attendance is an imperative job function.