



MiddleTown Property Group

Maintenance Technician

Job Summary:

The Maintenance Tech will work under the leadership of the Maintenance Supervisor and will assist in maintenance of properties under the management of MiddleTown Property Group. The Maintenance Tech must meet and maintain requirements of Employee Handbook.

Essential Duties and Responsibilities: Maintenance Tech

- Complete Maintenance work orders.
- Responsible for day-to-day maintenance and repair of properties and grounds.
- Communicate with Property Manager with completing or pending work orders.
- Properly keeps track of all purchased supplies and tools.
- Troubleshoot reported maintenance issues reported by Tenants and Property Managers.
- Inspect Properties during daily work and during property inspections. Report any maintenance issues and tenant rule violations to Property Manager.
- Prepares Vacant rental units for occupancy.
- Inspect and pick up grounds around Properties.
- Snow Removal.
- Maintains inventory of supplies and equipment.
- Responds to employee's and residents request in a timely and courteous manner.
- Maintains a professional appearance at all times.
- Keeps work areas clean and tools and equipment in good working order.
- Perform duties according to (OSHA) standards and company safety policies and procedures at all times.
- Available for on-call and after hour emergency maintenance request.
- Seeks opportunities to increase skills and expand knowledge base.

Qualifications:

- Reliable Transportation.
- High School Diploma, GED, or equivalent required.
- Minimum 1 year experience in similar position preferred.
- Maintenance, plumbing, HVAC, electrical and construction experience preferred.
- Certifications in plumbing, electrical, and HVAC preferred.

Typical Physical Demands

- Ability to lift 20lbs.
- Ability to be on your feet for extended period of time.
- Ability to use hand and arm for writing and/or typing.

The Essential Job Duties is not an all-inclusive list but does cover many of the duties and responsibilities of the position. Additional duties or responsibilities may be required due to organization needs, market conditions, organization goals, and owner/client requirements.

Job Type: Full-time - Email your resume to Careers@MiddleTownPG.com