

Job Description

Position Title: Maintenance Technician

Location: Hopewell, NJ

Position Overview:

We are currently seeking a full-time Maintenance Technician to join our team!

The Maintenance Technician is responsible for the on-site maintenance of all facilities located within a specific apartment housing community, as well as providing occasional coverage at other apartment sites when needed. The maintenance technician provides overall general maintenance and repairs to the apartment units and community centers, and oversees work performed by outside contractors when necessary. The ideal candidate demonstrates a sense of urgency by completing work and repair orders in a timely fashion, and accessing the time needed and extent of repairs.

Must be available to work Monday through Friday 8:00 AM to 4:30 PM, with on call availability for site emergencies and snow removal.

Position Responsibilities:

- Provide routine preventative maintenance and repairs to include plumbing, electric repairs, painting and spackling.
- Turnover of apartments after tenants vacate.
- Unclogging toilets and toilet repairs.
- Changing of HVAC filters.
- Cleaning and monitoring common areas such as laundry rooms and elevator lobby areas.
- Maintaining tool and supply inventories.
- Maintaining garbage corrals and policing the site grounds for trash.
- Landscaping and snow plowing.

Position Requirements:

- 3 to 5 years' experience with building maintenance in an apartment rental environment and/or knowledge of general building and maintenance concepts.
- Experience in the safe use of power tools; in handling paints and solvents
- Understanding of basic plumbing and electric components such that the person can install a new toilet; repair or replace a light switch or outlet plug; replace facility lights; maintain and fix building alarms and other safety systems.
- Valid driver's license required.
- Good time management skills; deadline and detail-oriented.

- Ability to maintain privacy and tenant confidentiality.
- Strong communication skills, with a positive can-do attitude.
- HVAC experience a plus.

Physical Requirements:

- Ability to bend, stretch and climb a ladder.
- Ability to lift up to 50 lbs.
- Must pass medical physical in order to meet the physical demands of position.

***Interested applicants should send their resume, along with cover letter to:**

mchinchilla@projectfreedom.org.

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