

Skilled Maintenance Tech Position Description / Score Card

Role Skilled Maintenance Tech

Mission Property management and real estate service company. The mission of the Skilled Maintenance Tech is to perform maintenance work at condo communities and commercial properties. Properties range from 50 to 150 units and are located from Greenwich to Fairfield. Work includes carpentry repairs, light plumbing, light electrical and using their skilled eye to spot problems and report them to our service coordinator.

Outcomes

Responsible for routine maintenance and repairs at properties to include:

Carpentry – can replace deck boards, rotted siding, replace a window

Light electrical – to include replacing light ballasts

Fix plumbing leaks – may be able to replace a 60 gallon electric hot water heater

Fix roof and ceiling leaks – patch drywall, prime and paint

Not opposed to doing lower skilled tasks if needed to fill the schedule (indoor / outdoor cleaning)

Can do emergency maintenance – be on call: 1 week per month –in a Rotation with other Service Technicians including nights, weekends and holidays.

Can interact with condo homeowners and clients and promote trust & confidence.

Must hold self to a high standard – quality of work, appearance and work area is kept clean

Can work on a ladder

Can work independently – be given a task and get it done

Competencies

“People Person” - friendly, works well with others, lives to help others

Must read and write and speak good English

Accountable

Problem solver

Proactive – can spot problems and give to

Experienced maintenance tech- **(minimum of 5 yrs experience)**

Lives within 30 min commute of Stamford

Presents a good image

Has drivers license

Has Truck or Van

Has own tools

Hours 8am – 4:30 with 30 minute lunch