

This role includes knowledge of the following duties and responsibilities, however minimal on the job training can be provided as necessary.

★ **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- General Contractor knowledge preferred.
- Take reports of unusual or extraordinary circumstances from Maintenance Techs and assess for remedy.
- Troubleshoot and perform necessary repairs that don't require an outside vendor to the apartment community, including plumbing, HVAC, carpentry and electrical. Basic knowledge of electrical, plumbing, and carpentry
- Installation of new appliances as needed.
- Maintain and keep an inventory of all supplies and equipment and ensure necessary tools are on hand
- Minor repairing of small appliances and minor patching and painting of drywall.
- Check and clean roof systems, including gutters and downspouts
- Assist in scheduling building inspections and unit showings.
- Ensure resident requested service orders are completed on a timely basis and report updates and status notes to the Service Team to distribute to residents.
- Handle all lock-outs as a result of evictions and take responsibility for 72-hour response to service requests
- Assist in maintaining the exterior of the property to provide clean and safe curb appeal at all times. Remove snow and ice as necessary
- Maintain the required property uniform ensuring a professional appearance
- Be able to replace locks when necessary
- Be available to work weekends
- Be available to work on an on-call basis
- Respond immediately to emergency situations and customer service requests as assigned.
- Additional duties as assigned

★ **WORK ENVIRONMENT**

- This job operates in residential housing. This role routinely uses apps to communicate with the offices and receive assignments. Regularly required to travel outside between properties in varying weather conditions.
- Required to work a flexible schedule, which may include weekends, evenings, and holidays; available on-call 24 hours.
- Ability to operate various hand tools including power tools
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Effective communication skills
- Property maintenance/handyman experience
- Must be Drug-Free
- Valid Driver's License
- Must pass a background check
- Proficient in reading schematics
- Ability to work in confined spaces
- Must be a team player

★ **PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Must have ability to stoop, stand, climb, frequently lift a minimum of 75 lbs. of equipment
- Involves movement between departments, floors, and properties to facilitate work
- Ability to communicate clearly. Ability to read and understand information presented orally and in writing
- Ability to multitask, stay organized and meet deadlines.
- Access to a reliable vehicle to travel between locations
- Able to be on-call for responding to after-hours emergencies.
- The ability to learn a wide variety of new skills and tasks associated with the performance of the duties assigned.
- Strong follow-up and accurate and timely record keeping.
- Ability to handle a variety of changing duties resulting from the complexities of maintenance work requirements.

If the above duties are a match to your interests and skill level, please submit your resume to info@becovic.com Qualified parties will be contacted for an interview.