



PLEASE POST
POSITION AVAILABLE

Position: Property Maintenance Technician, Full-time
Department: Property Management/Maintenance
Reports to: Director of Property Management and Maintenance

Summary: The Property Maintenance Technician will maintain all agency property. The Property Management Technician will work collaboratively with all members of the Property Management team as well as other agency personnel and outside vendors to provide preventative maintenance, repairs, troubleshooting, and other aspects of property management for all agency properties.

General Statement of Responsibilities:

This position will support individuals receiving services from the agency by performing the responsibilities of the position including but not limited to the following.

- Perform maintenance responsibilities at agency properties.
- Identify and quickly solve, fix, rectify various maintenance issues.
- Responds to service requests in an accurate and timely manner.
- Responds quickly in the event of an emergency, notify appropriate personnel, and follow safety protocols and guidelines.
- Conduct safety inspections of property and vehicles.
- Reports findings of inspections to Director of Property Management and Maintenance.
- Train staff on safety and maintenance issues, as necessary.
- Purchase and order supplies and deliver, as needed.
- Communicate with clients, colleagues, and vendors in a professional manner.
- Ensure compliance of all work-related activities in a fair, ethical, and consistent manner.
- Other duties as assigned.

Qualifications: A high school diploma or GED and valid Driver's License with good driving record are required; skills and experience in property management or maintenance are preferred; and problem solving and interpersonal skills are essential.

If Interested Contact: Sean Redington, Recruitment and Retention Specialist
Please respond in writing to HR@archunterdon.org
With questions, please call phone (908) 730-7827 ext. 227

Respond by: Within the agency by April 7