

BEACON MANAGEMENT CORPORATION

Fayetteville

Assistant Maintenance Technician

- Part-time/ Monday-Friday
- \$17.50 - \$18.00 an hour

Assistant Maintenance Job Description:

- The Assistant Maintenance employee must understand that outstanding maintenance service and housekeeping standards are essential to the overall success of an apartment community. Assistant Maintenance employee will perform and assist all maintenance and housekeeping activities on behalf of the Maintenance Supervisor and Property Manager. The Assistant Maintenance person is responsible to and reports to the Maintenance Supervisor and/or the Property Manager.
- Meeting the demands of all service work orders and make ready activity in vacant units within a specified time is of critical importance.
- The primary responsibility of the Assistant Maintenance is to support the leasing goals of his/her property by supporting his/her Maintenance Supervisor and Property Manager in the following specific areas:
 - A. Landscaping maintenance and exterior maintenance:
 - 1. Daily sweeping and trash pick up in area of responsibility.
 - 2. Common area cleaning as needed.
 - 3. Assist Maintenance Supervisor.
 - 4. Report to Maintenance Supervisor/Property Manager.
 - 5. Performing work order requests and preventive maintenance.
 - 6. Assist in make ready and turning unit duties.
 - 7. All other phases of maintenance pertaining to the property.
 - B. Other duties:
 - 1. Any other duties as assigned by the Maintenance Supervisor or Property Manager.
- The primary working relationship will be with the Maintenance Supervisor and it is his/her responsibility to establish maintenance priorities and to provide whatever assistance and training is necessary in order to achieve the maintenance goal.

Qualifications:

- The Assistant Maintenance employee must possess a basic degree of maintenance/repair in the following areas:
 - A/C & Heat Equipment Electric Water Heaters Appliances To Include:
 - Refrigerator
 - Range (Gas/Electric) Dishwasher
 - Garbage Disposal Minor Electrical Repairs Minor Plumbing Repairs
 - Carpentry Repairs
 - Carpet and Floor Tile Repairs Painting/Turnkey

For More Information and Apply:

<https://www.indeed.com/jobs?q=&l=Fayetteville%2C+NC&radius=35&start=10&vjk=874a10441a992fbd&advn=763035655219891>