

Apartment Maintenance Technician

Guide Property Services

Job Description:

Guide Property Services, a rapidly growing mid-size property management company, is seeking a highly skilled Maintenance Technician to join our team. This position presents an excellent opportunity for professional growth and success within our organization. We provide attractive benefits such as paid time off, performance bonuses, medical and dental insurance, and a 401k retirement plan.

As an Apartment Maintenance Technician, you will be responsible for maintaining and repairing our properties across 6-8 sites. Your attention to detail and ability to work efficiently will be crucial to ensuring the upkeep and functionality of our apartments.

Job Type: Full-time

Responsibilities:

- Execute work and repair orders promptly and efficiently.
- Perform unit turnovers in a meticulous and timely manner.
 - Lock changes during unit turns (code change/re-key)
- Assess and estimate the time and scope of repairs.
- Demonstrate problem-solving skills to address maintenance challenges effectively.
- Conduct routine preventive maintenance tasks.
- Manage inventory of materials and supplies.
- Troubleshoot and repair appliances.
- Oversee work performed by outside contractors as necessary.
- Communicate with Property Managers and Maintenance Supervisors about progress and updates on work orders.
- Update work order logs on platform (AppFolio).

Qualifications:

- Previous experience in maintenance or a related field is required.
- Familiarity with maintenance tools and equipment.
- Ability to handle physical workload associated with maintenance tasks.
- Strong attention to detail and adherence to deadlines.
- Possession of reliable transportation and a set of basic tools is required.

We offer a competitive benefits package and the opportunity to work alongside a great team.

Compensation:

- \$26.00 - \$31.00 per hour
- Competitive Benefits Package (paid time off, performance bonuses, medical and dental insurance, 401k retirement plan and matching)

To apply, please send resume to jfinlay@guidepm.com.