



Maintenance Technician – Country Club Homes/Townes at Bishops Park

Country Club Homes/Townes at Bishops park is currently seeking a Maintenance Technician. The Maintenance Technician performs general maintenance and repair to ensure apartment units and other property facilities are in good working order. Responsibilities include diagnosing, troubleshooting, and repairing heating, ventilation and air conditioning (HVAC) units; electrical appliances, outlets, and light fixtures; plumbing, carpentry, and locks. The Maintenance Technician follows a planned preventative maintenance schedule and follows up with residents after repairs are complete. Additional responsibilities include, but are not limited to, assisting with preparing vacant apartment units for rental and landscape and renovation projects.

Essential skills for this position include:

- Thorough knowledge of heating and air conditioning unit maintenance, trouble shooting, and repair
- General knowledge of the repair and maintenance of appliances, lighting fixtures, and plumbing
- Knowledge of occupational health and safety regulations and precautions
- Knowledge and skills to operate common and specialized tools for repairs and maintenance
- Ability to visually inspect units, grounds, and other aspects of the property to determine adherence to standards
- Skill and ability to clearly and concisely communicate verbally and in writing with professionalism when interacting with tenants and property management
- Knowledge and skills to organize, prioritize, and meet deadlines
- Customer service and problem-solving skills
- Ability to read, interpret and apply written instructions for repair and maintenance of equipment
- Attention to details
- Basic computer/technical skills to operate mobile computing or communications devices

Required Qualifications:

- High school diploma/GED and one to three years of experience in facility maintenance and/or mechanical repair required
- HVAC experience required (gas and electric preferred)
- EPA Type II or Universal and/or Pool Certification required at hire or within 90 days of assuming the position.
- Valid driver's license from the state of residence required

Please send resume to Dawn Santori, Property Manager at Country Club Homes at dsantori@grubbventures.com.