

Maintenance Technician: Level on Locust

Department: Management

Location: Saint Louis, MO

Title: Maintenance Technician

Reports to: Property Manager

Property: Level on Locust, St. Louis, MO

Purpose of Position: TWG Management. is seeking a full-time Maintenance Technician to manage the maintenance/janitorial services at our apartment property in the heart of St. Louis, IN. The Maintenance Technician will be responsible for the general upkeep of the property, positive resident relations, and works in the direction of company goals.

Duties and Qualifications:

- HVAC & EPA certifications preferred
- Perform general punch requirements
- Grounds and equipment upkeep
- Snow removal
- Basic service requests such as: replacing light bulbs/light kits, unclogging toilets, garbage disposal installation/repair, basic water heater repair, basic cleaning and resident services
- Repair plumbing, appliance, electrical, and carpentry
- Make Ready Process: Painting, carpet repair and carpet cleaning
- Maintain work order system, logs, and other records as needed
- Timely reporting of incidents that include property loss or work-related injuries
- Operates various mechanical, electrical equipment, and power/garden tools
- Must comply with all local, state, federal guidelines as well as company policies & procedures
- On call duty and weekend work schedules to be expected for emergency maintenance service

Essential Qualifications

- Previous experience working in apartment community
- Must be able to pass criminal background check.
- Must be able to work with moderate to minimal direct supervision.
- Able to work in fast-paced environment while remaining conscientious and adhering to policies and procedures.
- Good human relation skills demonstrating the ability to deal with residents, peers and supervisors.
- Qualified candidates must possess adequate proficiency and communication skills to deliver excellent customer service.

Work environment/Physical Demands:

The position requires the employee to work indoors and outdoors, day or night, in a wide range of temperatures and overall weather conditions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. Work involves use of hand and small power tools, and involves significant amounts of bending, stretching, walking, reaching, pushing, pulling, grasping, standing, and lifting of up to 100 pounds on a regular basis.