**Maintenance Technician**

We are excited about your interest in joining our fast-growing family. As you submit your application for the Maintenance Technician position at our 216- unit apartment community, Silver Leaf Terrace in Leominster, MA!

**Location:** Silver Leaf Terrace 30 Terrace Drive Leominster, MA 0145

**Pay**: $25.00 per hour + Quarterly incentive bonus

**Top-Notch Work Perks:**

* Health and Wellness Benefits begin immediately
* Medical, Vision, and Dental Insurance
* Paid Time Off (Vacation, Sick and Personal)
* Paid Holidays & Paid Volunteer Day
* Summer Early Release
* 401k with a 4% company match
* Recovery Ready Workplace (committed to supporting employees impacted by S.U.D)

**Responsibilities:**

* Perform routine inspections of building systems, including HVAC, plumbing, electrical, and mechanical systems, to identify maintenance needs and ensure proper functioning.
* Respond promptly to maintenance requests from residents and property management staff, addressing issues such as leaks, appliance malfunctions, heating/cooling problems, and electrical issues.
* Conduct preventive maintenance tasks according to schedule, including filter changes, lubrication, and equipment servicing, to minimize downtime and prolong equipment lifespan.
* Troubleshoot and repair maintenance issues in a timely and efficient manner, utilizing diagnostic tools, technical manuals, and problem-solving skills to identify root causes and implement effective solutions.
* Perform minor carpentry, painting, and drywall repairs as needed to maintain the aesthetic appeal of common areas and individual units.
* Maintain cleanliness and orderliness of maintenance areas, storage rooms, and equipment, ensuring a safe and organized work environment.
* Coordinate with external contractors and vendors for specialized repairs and services beyond in-house capabilities, ensuring timely completion and adherence to quality standards.
* Communicate effectively with property management staff, residents, and contractors to coordinate maintenance activities, provide status updates, and address concerns in a professional manner.
* Adhere to safety protocols and regulations, including OSHA guidelines, while performing maintenance tasks, to ensure the safety of oneself, colleagues, and residents.
* Maintain accurate records of maintenance activities, including work orders, inspection reports, and equipment inventory, using computerized maintenance management systems (CMMS) or other designated tools.

**Skills and Requirements:**

* High school diploma or equivalent; vocational training or certification in facilities maintenance, HVAC, or related field preferred.
* Proven experience in facilities maintenance, preferably in a residential apartment building setting.
* Strong technical skills in diagnosing, repairing, and maintaining building systems, including HVAC, plumbing, electrical, and mechanical systems.
* Excellent problem-solving abilities with a proactive approach to identifying and resolving maintenance issues.
* Ability to work independently with minimal supervision, as well as collaboratively in a team environment.
* Good communication skills, both verbal and written, with the ability to interact professionally with residents, staff, and contractors.
* Basic computer skills for record-keeping and using maintenance management software.
* Physical stamina and dexterity to perform manual labor and lift heavy objects as required.
* Valid driver's license and reliable transportation may be required for off-site maintenance tasks or supply pickups.

We are committed to ensuring diversity in our workforce and candidates from diverse backgrounds are strongly encouraged to apply. We are an equal-opportunity employer.

**Ready, Set, Apply!** If you are excited about the challenge of this position and welcome the opportunity to learn and grow, we want to hear from you! **Please apply at hmrproperties.com and send your resume to** [recruiting@hmrproperties.com](mailto:recruiting@hmrproperties.com)**.**

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