

Maintenance Technician- BALDWINVILLE, NY

To apply please visit: <https://www.baldwinrealestatecorp.com/about-us/join-our-team>

Responsibilities:

Maintain the day-to-day operations and assume responsibility for maintaining the physical asset of the property.

Complete all maintenance service requests as assigned.

Maintain a professional and courteous attitude with all residents, vendors, contractors, and fellow employees

Complete make-ready process of vacant apartments.

Responsible for 24-hour emergency maintenance service as scheduled.

Effectively handle resident service requests and work orders, correcting the situation within 24 hours when possible.

Ensure all make-ready repairs and services are completed correctly and on schedule.

Maintain awareness of the physical condition of the property and immediately correct unsafe conditions.

Ensure property is clean and presentable.

Maintain accurate records regarding preventative maintenance, service requests (received and completed), apartment make-ready status, work-in-progress, etc.

Must be knowledgeable of inventory levels of spare parts and supplies. Inform supervisor when shortages occur and provide details.

Able to run plow truck and plow

Carry cell phone as required for on-call maintenance.

Police grounds, which may include picking up trash, lawn maintenance, landscaping, snow removal, maintenance of playgrounds, and other areas as necessary.

Have general experience in:

Electrical

Plumbing

Drywall

Boiler experience (Preferred)

Applicant must:

Possess reliable transportation to work

Be able to pass a drug test and background screening favorably

Possess a driver's license

Have basic tools needed for day to day operations