

The logo for Stanbrough Realty features the company name in a serif font, centered between two horizontal yellow bars. The word "STANBROUGH" is on the top line, and "REALTY" is on the bottom line, with a thin horizontal line separating the two words.

STANBROUGH
— REALTY —

JOB TITLE: Maintenance Technician

The Maintenance Technician is responsible for a variety of tasks related to general repairs and upkeep of all properties assigned by the Residential, Commercial and Association Property Managers. This position reports to the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Troubleshoot and complete service requests for vacant and occupied Apartments, Single Family Homes, Commercial Properties, and exterior of Association homes, townhomes and condos, including but not limited to plumbing, appliance repairs, unit turns, painting, grounds clean up, light landscaping, gutter repairs, basic HVAC and basic electrical work
- Frequent lifting and moving of items weighing up to 50 pounds
- Occasional lifting and moving of items weighing up to 75 pounds
- Communicate and coordinate with outside vendors as needed
- Schedule days and times for completion of service request with Residents, Tenants and Homeowners as needed
- Maintain records with receipts along with time spent completing work at each property to provide to accounting

EDUCATION/EXPERIENCE REQUIREMENTS:

- 3+ years' experience in related field preferred
- High school diploma and a related trade or technical school degree, preferred
- Demonstrated knowledge and experience in property management maintenance or the housing industry is preferred
- Experience with Appfolio or a related property management software to track time and receipts a plus
- Valid driver's license required
- Ability to:
 - ◆ Function as a self-starter with considerable latitude of action
 - ◆ Recognize, isolate and solve problems that improve overall client satisfaction
 - ◆ Able to work independently
 - ◆ Meet deadlines established
 - ◆ Motivated and professional

ATTENDANCE/TRAVEL:

Position requires consistent, regular, and timely attendance, which often extends beyond a 40-hour work week. Position will require travel on a regular basis to and from the properties. Must be able to meet the attendance and travel requirements of the job.

The above statements cover what are generally believed to be the principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

Stanbrough Realty Company, L.L.C. is an Equal Opportunity Employer