

## Employment Opportunity Posting

**PAHMA Member:** Westgate Management Company

**Position:** Maintenance Technician

**Position Available:** August 13, 2018

**Location:** New Brighton

**Job Description:** BASIC FUNCTION: Responsible for the cleanliness and maintenance of the building including grounds and fixtures. Effective in resident relations and resolution, and all other duties outlined below.

**Duties:**

PRIMARY RESPONSIBILITIES:

- Communicate effectively with property staff and residents.
- Paint, clean, repair apartments for turnover at move out timely.
- Monitor building and grounds to ensure a neat and clean presentation and environment.
- Complete minor and routine painting, plumbing, electrical wiring, carpentry and other related maintenance activities using hand tools.
- Complete ground maintenance duties as needed such as mowing, trimming shrubbery, cultivating flowerbeds along with snow, ice and debris removal.
- Remove trash and dispose of in designated areas.
- Emergency on-call duties as required or assigned.
- Perform other related duties as assigned by manager or maintenance supervisor.

TYPE OF MACHINES, TOOLS AND VEHICLES REQUIRED TO BE USED:

- Hand tools normally used in construction, maintenance and landscaping.
- Power tools including circular saw, power drill, bench grinder, string trimmer, hedge trimmer, power floor cleaner, carpet shampoo machine, power drain cleaner, chain saw and key machine, etc.

Candidate must have the ability to function both inside and outside in all types of weather. Medium to heavy work may require prolonged or repeated standing, walking, climbing, stooping,

kneeling, crouching and lifting to a maximum of 100 lbs. on occasion, with frequent lifting and carrying up to 50 lbs. A reliable vehicle is required.

**Qualifications:** 1 Year Maintenance experience

**Compensation:** \$13.00/hour 30 hours/week

**Benefits:** Health Insurance

**Apply:** Email – [mpeterson@wgmgt.com](mailto:mpeterson@wgmgt.com)