

Employment Opportunity Posting

PAHMA Member: NDC Asset Management

Position: Full time Maintenance

Available: Immediately

Location: State College, PA

Job Description: We are looking for a Maintenance Technician to undertake the responsibility to preserve the good condition and functionality of premises. This position provides maintenance to two apartment buildings. You will perform maintenance tasks of great variety such as painting, HVAC installations, landscaping etc. A Maintenance Technician is a thorough professional with a practical mind and attention to detail. The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines. The goal is to maintain the buildings and common areas in the best possible condition.

Duties:

- Perform maintenance of electrical systems (replace light bulbs and sockets, clean and repair circuit breaker panels etc.)
- Survey buildings and repair mechanical systems to ensure they are consistent with health and safety standards
- Assist in the setup of ventilation, refrigeration and other systems and conduct repairs when necessary
- Maintain heating and plumbing systems to ensure functionality
- Inspect alarm systems (fire, protection) and schedule repairs when needed
- Perform manual repairs when necessary (fix locks, replace windows etc.)
- Undertake activities of pest control such as spraying insecticide
- Conduct general upkeep procedures (e.g. landscaping) and other tasks as assigned (painting, carpentry etc.)

Skills:

- Basic understanding of electrical, hydraulic and other systems

- Proven experience as maintenance technician
- Knowledge of general maintenance processes and methods
- Working knowledge of tools, common appliances and devices
- Manual dexterity and problem-solving skills
- Good physical condition and strength

Qualifications: High school diploma or equivalent.
Certificate in HVAC, building maintenance technology or relevant field will be a plus.
Criminal background check and employment drug screen required.

Covid 19 Considerations: Limiting the need to go into individual apartments for emergencies, only when the tenants are out to make repairs that may need to be made. Masks worn at all times when interacting with others or outside.
Maintain 6 ft. distance at all times.

Compensation: \$15.00 - \$19.00 per hour

Benefits: Health Insurance, Dental Insurance, Vision Insurance, Retirement, Paid Time Off

Apply: Email – send resume to Allison Hendrick
ahendrick@ndcassetmanagement.com