

## Employment Opportunity Posting

<b>Management Co.:</b>	NDC Asset Management LLC
<b>Position Available:</b>	Maintenance Assistants/Technicians - Full and Part-Time positions available
<b>Available:</b>	Immediately
<b>Location:</b>	Wilkes Barre / Moscow, Pennsylvania Areas
<b>Job Description:</b>	To perform all maintenance duties required in maintaining the physical integrity of the community. This involves ensuring a safe and comfortable living environment for residents, visitors, and staff. All duties will be carried out in a safe manner. In the absence of the Maintenance Superintendent, the Maintenance Assistant will assume all maintenance responsibilities.
<b>Essential Duties:</b>	<ul style="list-style-type: none"><li>A. To repair and maintain all phases of general building maintenance.</li><li>B. Responsible for maintaining and operating all mechanical equipment including devices used for heating and air-conditioning. Appropriate EPA certification may be required.</li><li>C. Responsible for the physical maintenance and the general repair of the exterior and interior of the buildings, systems, and fixtures within the apartment complex including, but not limited to: heating, A/C, general carpentry, electrical systems, window repairs, flooring repairs, and repairs to walls and doors.</li><li>D. Repair minor electrical problems (i.e. change out switches, receptacles, fixtures, etc.) Work with high voltage 110-220 volts.</li><li>E. Provide minor carpentry and sheet rock repairs (i.e. remove/replace door frames, patch holes in sheet rock/drywall, repair sub floors, repair cabinets etc.)</li><li>F. Repair minor plumbing problems (i.e. operate sewer machines, sweat copper Lines, maintain boiler logs, and unclog drains).</li><li>G. Troubleshoot, diagnose and correct minor appliance failures (i.e. change out or repair dishwasher motors, garbage disposals, ice makers, stove elements, thermocouplings, etc).</li><li>H. Assist in monitoring inventory of maintenance and cleaning supplies, facilitating accurate replacement orders.</li><li>I. Perform necessary repairs and preventive maintenance on rental units as they become vacant, maintains adequate supply of rental units ready for occupancy and lease presentations, may assist as required and assigned in painting of interior units, office clubhouse, laundry rooms, common areas, and occupied units.</li><li>J. Repairs/patches carpet, and re-stretches, installs vinyl tile or sheet goods.</li><li>K. Re-keys locks and cuts keys.</li></ul>

L. Continuously inspects the property for safety hazards that pose a liability or potential liability and corrects same immediately, advising supervisor of necessary action.

M. Shares on-call duty with Maintenance Super and is available at all time via pager, or cell phone unless previous arrangements have been made.

N. Performs reasonable duties under supervisor's direction in completing resident work orders and requests for service.

O. Performs the following marginal duties: landscape maintenance, travel to suppliers to pick up parcels and supplies as directed.

P. Incorporates both safety and customer service in performance of all job duties.

Q. Performs other reasonable duties as assigned.

**Qualifications:** High School Graduate or GED equivalency. Prefer at least 6 months of prior maintenance experience, but not required. Must pass criminal background and drug screening.

**Compensation:** \$13.00 - \$16.00 per hour

**Benefits:** Benefits available for all Full Time Positions and some Part Time Positions.

**Apply:** Send Resumes to: [rkropa@ndcassetmanagement.com](mailto:rkropa@ndcassetmanagement.com)

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