

Employment Opportunity Posting

Management Co.:	NDC Asset Management LLC
Position Available:	Maintenance Assistant/Technician
Available:	Immediately
Location:	Grove City, Pennsylvania
Job Description:	<p>We are looking for a Full Time, thorough Maintenance Assistant/Technician to undertake the responsibility to preserve the good condition and functionality of premises. You will perform maintenance tasks of great variety such as painting, HVAC installations, landscaping, etc.</p> <p>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.</p>
Essential Duties:	<ul style="list-style-type: none">*Survey buildings and repair mechanical systems to ensure they are consistent with health and safety standards.*Perform maintenance of electrical systems (replace lightbulbs and sockets, clean and repair circuit breaker panels, etc.)*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 if needed.*Conduct general upkeep procedures (e.g. landscaping) and other tasks as assigned (painting, carpentry, etc.)
Qualifications:	High School Diploma or equivalent. Certificate in HVAC, building maintenance technology or relevant field will be a plus.
Compensation:	\$13.00 - \$17.00 per hour
Benefits:	Health Insurance, Dental Insurance, Vision Insurance, Retirement, Paid Time Off
Apply:	Send Resumes to: bmakowski@ndcassetmanagement.com Beth Makowski Regional Manager NDC Asset Management LLC