



**Job Opening for Service Technician  
Malvern Manor Apartments  
Richmond, VA 23226**

***Qualifications & Abilities***

The ideal candidate will possess the following qualities:

- ✓ At least one (1) years' experience in property maintenance or equivalent
- ✓ Available to work full-time schedule Monday – Friday, occasional weekends and on-call emergencies
- ✓ Skilled in the safe use of tools & equipment used for general maintenance and repairs in a multi-family housing community
- ✓ Certified in HVAC Systems and experienced in interior and exterior painting a plus
- ✓ Good reading and oral communication skills
- ✓ Able to reason, analyze information and events and apply judgment to solve problems
- ✓ Ability to work outdoors, in all conditions, often for extended periods of time
- ✓ Team player

***Areas of Responsibility***

This position is responsible for the following areas:

**Apartment Reconditioning**

- ✓ Inspects vacated apartments and informs supervisor of needed services and repairs
- ✓ Reports supply needs to supervisor

**Site & Safety Maintenance**

- ✓ Responds to service requests and maintenance tasks including electrical, plumbing, interior/exterior painting
- ✓ Adheres to safety & maintenance standards established for equipment operations, fire safety, and the management of hazardous materials

**Management Accountabilities**

- ✓ Conducts all business in accordance with company policies and procedures, and appropriate government laws and regulations pertaining to employers and apartments
- ✓ Fully supports the goals and principles of federal and state fair housing laws

The above is a brief outline of job duties and is not intended to be all-inclusive.

***If you are interested in applying for this position, or know of someone who would be interested in applying for this position, please submit resumes via email [tprevis@gumprop.com](mailto:tprevis@gumprop.com) or facsimile (804) 521-5360 to Human Resources Department, by Friday, September 30<sup>th</sup> 2016.***