



**Job Opening for - Maintenance Technician
Penstock Quarter
Richmond, VA**

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
- ✓ Driving vehicles to and from the office and residential properties
- ✓ 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

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 to Tiffany Previs, Human Resources Department, at the following address, email, or fax number by Tuesday, November 27th, 2018

*Gumenick Properties
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