

Maintenance Technician

Forward Management, Inc., an apartment management company and industry leader, has a great opportunity for an experienced, full-time Maintenance Technician to join our team. We are seeking a qualified/skilled individual to work at several apartment communities. This is a full-time position and available to start immediately to within a couple of months! Qualified candidates must have outstanding maintenance skills. Most duties will include, but not limited to plumbing, electrical, heating, cooling, ventilation, furnishings and fixtures, painting, wall cover repairs, carpentry, appliance repairs, door and window repairs, etc.

Candidates must be highly organized and possess strong customer service and verbal communication skills. Only hardworking & honest candidates should apply. Additionally, candidates must have reliable means of transportation with valid driver's license. Candidates must possess basic computer skills and be able to work with tablets and smart phones. Candidates are required to possess and use their own tools.

Candidates must be able to travel during the workday to work at various properties as needed all over Madison and the nearby surrounding communities. The position is typically Monday through Friday from 8am to 4:30pm, but candidates must be able and willing to work long shifts at the end and beginning of each month to prepare apartments turning over for new residents moving in within a 24-hour time frame. Candidates must also be available to work during the downtown campus/student turnover, which ranges from August 12th to August 18th. Candidates must also be available for a one week, on-call rotation once every 2-3 months.

Essential Job Functions:

- 1.) Repairs may include plumbing, electrical, heating, cooling, ventilation, furnishings and fixtures, painting, wall cover repairs, appliance repairs, carpentry, door and window repairs, etc.
- 2.) Respond and perform duties in a timely and efficient manner
- 3.) Have great customer service skills while taking care of Tenant's repair request on a timely basis
- 4.) Be able to work independently as well as be part of the team
- 5.) Prepare vacant apartments and make necessary improvements
- 6.) Knowledge of safety requirements is a MUST- always operate within OSHA standards and company safety policie
- 7.) Assist to oversee the apartment units and property grounds
- 8.) Maintain a favorable working relationship with all company associates to foster and promote a positive working environment
- 9.) Display a calm and attentive approach in solving problems and handling difficult situation, collecting information, and sincerely helping to resolve them
- 10.) Determine, communicate, and monitor personal and department achievements and performance standards on a daily basis

Job Qualifications:

Education:

Required - High School Diploma

Experience:

Required - 2 years of building maintenance experience

Preferred – 5 years of building maintenance experience

Skills, Knowledge, Abilities:

Skill-based competencies required to satisfactorily perform the functions of the job, operation of equipment, and adhere to safety practices. The ability to work under limited supervision with other people effectively and with other staff positions is important.

Physical Requirements:

*Must be able to lift and carry minimum of 50lbs

Benefits:

- Competitive Pay
- Health & Dental Benefits
- 401K Plan
- Friendly Work Environment

Forward Management, Inc. is an equal opportunity employer. If you are interested in joining our team, please submit your resume to careers@rentfmi.com.