

Maintenance Technician

Durham, NC 27701

Overview

Salary Range

\$45,100.00 - \$54,080.00 Salary/year

Description

Join a team dedicated to creating safe, comfortable, and well-maintained homes for our community. As a **Maintenance Technician**, you'll play a vital role in enhancing residents' quality of life by ensuring our properties are operating at their best.

In this hands-on role, you'll apply your skills across a variety of trades—including general maintenance, plumbing, electrical, and carpentry—to troubleshoot issues, complete repairs, and install household appliances with precision and care. Your work will directly contribute to the satisfaction and safety of our residents, making every day both rewarding and impactful.

This is an **essential position** offering steady, full-time hours (**Monday–Friday, 8:30 AM–5:00 PM**), along with opportunities to respond to emergency needs where your expertise truly makes a difference. You'll work under the guidance of an experienced Maintenance Supervisor while enjoying a dynamic work environment where no two days are the same.

If you're a skilled problem-solver who takes pride in quality work and enjoys serving your community, we invite you to bring your talents to a team that values your contribution and supports your growth.

Key Responsibilities:

- Conduct routine inspections and preventive maintenance of residential properties to identify and address maintenance needs.
- Perform basic electrical and plumbing diagnostics and repairs to ensure the safety and functionality of systems.
- Install, repair, and maintain household appliances, ensuring they meet safety and operational standards.
- Carry out carpentry repairs, including fixing doors, windows, and other structural components.
- Respond promptly to maintenance requests from residents, providing efficient and effective solutions.
- Maintain accurate records of maintenance activities, including work orders and inventory of supplies.
- Collaborate with other maintenance staff and management to prioritize and complete tasks efficiently.
- Ensure compliance with safety regulations and building codes during all maintenance activities.

- Communicate effectively with residents and team members, demonstrating a commitment to customer service and satisfaction.
- Participate in ongoing training and development to stay updated with industry standards and best practices.
- Conducts preventative maintenance in accordance with the Preventative Maintenance Plan.
- Uses the most cost efficient and effective method for completing work assignments.
- Completes all required paperwork accurately and in a timely manner.
- Responds to after-hours emergency calls.
- Repairs broken and malfunctioning furniture, doors, window cords and sashes, Venetian blinds, screens, locks, glass panes, and other types of equipment; and makes and installs window frames and sashes, screens, trim doors, flooring, siding, sheathing, stairs, railings, porches, cabinets, and simple furniture.

Qualifications

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Required Education

- High School Diploma or GED required.

Required Experience

- Minimum of two (2) years of hands-on experience in building or apartment maintenance.
- Demonstrated ability to install household appliances and perform basic electrical and plumbing diagnostics and repairs.

Preferred Experience

- Three (3) or more years of maintenance experience in residential or multi-family housing environments.
- Additional experience with HVAC systems, along with electrical and plumbing troubleshooting, is highly valued.

Core Skills & Abilities:

- Strong working knowledge of general maintenance practices, including plumbing, electrical systems, carpentry, and appliance installation.
- Ability to communicate effectively in English, both verbally and in writing, to interact with residents, team members, and leadership.
- Skilled in interpreting policies, procedures, and work orders to make sound, timely decisions.
- Capable of following written and verbal instructions with accuracy and attention to detail.
- Physical ability to perform manual labor, including lifting, climbing, and completing repair tasks safely and efficiently.
- Comfortable using computer systems and maintenance software to track work orders, inventory, and reports.

- Strong organizational skills with the ability to manage multiple priorities and complete tasks within established timelines.
- Commitment to delivering excellent customer service and building positive relationships with residents and colleagues.
- Ability to foster respectful, professional relationships with diverse groups, including residents, coworkers, and community partners.
- Demonstrated interpersonal skills with a customer-focused, empathetic approach to service.
- Proficiency in the safe and effective use of maintenance tools, equipment, machinery, and related materials.

View full job description at:

<https://www.paycomonline.net/v4/ats/web.php/portal/DFB2DC6420F52B0EAA4CB55F7AEF06AF/jobs/95851>