

Maintenance Assistant - PT

Hughson Commons, in Carmel, NY, is seeking a maintenance assistant to participate in all maintenance projects, including but not limited to: periodically inspecting units, buildings and common areas, performing repairs and janitorial assistance as needed.

RESPONSIBILITIES:

- Manage and monitor work order requests, adhering to maintenance priorities.
- Coordinate and schedule maintenance-related contractor activities, may negotiate contracts and scope of work.
- Be responsible for stock control and utilization of maintenance materials, train maintenance technicians and/or obtain additional training where needed.
- Keep accurate records regarding preventive maintenance.
- Participate in an on-call schedule for evening, weekend, holiday and emergency coverage.
- Perform scheduled maintenance on all equipment
- Ensure effective, timely and professional interactions with residents, contractors and property management team on all maintenance services provided.
- Performs other duties as assigned

QUALIFICATIONS

- At least 5 years prior experience in maintenance or supervisory role
- Excellent customer service skills
- Written and verbal communication skills
- Valid Driver's License