

Maintenance Technician - Brewster

WB Residential Communities, Inc.

Brewster, NY 10509

Job Summary:

The Maintenance Technician provides support and is accountable for delivering on our commitments to our residents. This includes quality move-ins, residential satisfaction, expedited service, and personal attention to the resident. The Maintenance Technician responds to our resident's service needs and is instrumental in helping WB Residential Communities, Inc. deliver superior customer service to our residents.

ESSENTIAL FUNCTIONS:

- Prepares Market Ready apartments, which may include painting, carpet repairs, general repairs, housekeeping duties, and any necessary duties to provide our residents with a quality move in experience.
- Responds to resident requests in a timely manner and with a professional attitude.
- Has knowledge of maintenance functions such as plumbing, HVAC, basic electric, general carpentry skills, painting, and snow removal (if applicable).
- Maintains grounds, pools/ hot tubs, common areas, and dog park amenities to keep clean, operational, and safe for our residents.
- On call scheduling required to respond to after hour emergencies.
- Weekend availability necessary.
- Reports any maintenance concerns in vacant units, models, and common areas to the Maintenance Supervisor.
- Performs maintenance as scheduled by the Maintenance Supervisor.
- Knowledgeable of state, local, and federal fair housing laws.
- Attends and participates in training programs as required by WB Residential Communities, Inc.
- Performs duties as assigned, in a timely manner.
- Delivers superior customer service and represents the company in a professional manner at all times.

- Dresses per WB Residential Communities, Inc appearance standards.
- Maintains and safeguards all company tools and equipment.
- Achieves high productivity through reliable and punctual on-site attendance, and timely reports any tardiness and/or attendance issues to immediate supervisor.

SKILLS AND ABILITY:

- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions.

EDUCATION /EXPERIENCE:

- High school diploma or equivalent
- 1-3 years in an upscale customer service/concierge setting preferred
- Existing knowledge of neighborhood and community preferred

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's license
- EPA 608 - Minimum Type II - State-specific (not required in all states)

WB Residential Communities, Inc provides equal employment opportunity. Discrimination of any type will not be tolerated. WB Residential Communities, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law.

Job Type: Full-time

Pay: \$19.00 - \$22.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: In person