

Maintenance Technician

Ardence & Bloom, Los Angeles, CA
ardencebloom.com    

Highlights

Starting Date: ASAP

Hours/Week: Full-time

Compensation: Starts at \$25-26/hr

Benefits

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount
- Monthly and annual bonuses

Qualifications and Skills

- Previous experience in maintenance and some construction knowledge required
- Solid negotiating skills and ability to multitask
- Ability to resolve conflict in a calm and professional manner
- Sound judgment and swift decision-making skills
- Excellent verbal and written communication skills
- Aptitude with computers, internet, and ability to master new systems
- Ability to work in a fast-paced environment
- Accuracy, attention to detail, and follow-through
- High School diploma or GED required
- Willingness to work flexible hours/days/weekends
- Willingness to float between multiple properties as business needs require

Responsibilities

- Responds to the intake of all work orders in a professional and timely manner
- Reviews scope of work that needs to be completed, assigns the request to the appropriate service provider, and follows through on completion of work
- Addresses emergency work orders after hours and on weekends, as necessary
- Sources and negotiates pricing with outside service providers
- Manages maintenance and repair expenses in an efficient and cost-effective manner
- Adheres to company policies and federal regulations
- Performs maintenance/upkeep of common areas, building exteriors, unit interiors, and grounds
- Handles vacant unit preparation
- Reports and documents property damage, resident incidents, and liability issues
- Other duties as required

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