

Ludwig And Company

Apartment Maintenance Technician

The Maintenance Technician performs various maintenance duties necessary to maintain and enhance the value of the community, handles repairs and improvements of vacant apartments for market ready status. Works as a team participant along with the maintenance staff to ensure the community meets the quality maintenance standards set by Ludwig And Company. The ideal candidate has working knowledge of all aspects of maintenance, repair and service, must be organized, self-starter who works well in a team environment.

Key Duties and Responsibilities:

- Ensures that work order requests are responded to promptly and professionally.
- Provides excellent customer service to prospective and current tenants, and promotes a quality living experience for all residents.
- Ability to troubleshoot and repair in the areas of HVAC, electrical, plumbing, carpentry, drywall, and appliances.
- Inspects the building and grounds to ensure safety and cleanliness, and alerts the Maintenance Supervisor items that need repair.
- Assists supervisor with scheduling and communication with vendors and contractors.
- Will be exposed to constant activity that requires intermittent standing, bending, crouching, twisting, pushing/pulling, lifting/moving/carrying (light and heavy loads, 0lbs – 75lbs+), climbing stairs and ladders and walking on rooftops. Requires manual dexterity sufficient to operate small power tools and other equipment. Must be able to use and wear required safety equipment.
- Ability to work nights and weekend/holidays and perform on-call emergency service as required.
- Other duties as assigned.