

Maintenance Technician – Groton, MA

The Maintenance Technician will provide day to day maintenance and custodial services to the housing complex(s) he/she is assigned, within the confines of established RCAP Solutions and funding sources policy and regulations. Responsibilities include the monitoring and maintenance of the physical plant. The Maintenance Technician will keep the building clean, orderly and well maintained. He/she will make necessary repairs and, within RCAP Solutions purchasing procedures, recommend contractors needed for more significant repairs. The Maintenance Technician is required to be on-call after RCAP business hours and to respond and resolve emergency situations.

Key Responsibilities

Core duties and responsibilities include the following, but not limited to:

- Receives/completes written work orders or verbal instructions from Property Manager and/or Maintenance Supervisor.
- Provide general maintenance and custodial duties at assigned site(s); perform minor carpentry, painting, plumbing, and electrical repairs when contractor is not necessary; prepare vacant units for occupancy in coordination with vendors; report immediately any safety and/or security problems to Property Manager and Maintenance Supervisor; perform tasks necessary to carry out preventive maintenance program.
- Coordinate and conduct move-out and move-in inspections.
- Maintain grounds and common areas and keeps them free of trash and debris.
- Coordinate with the Property Manager to ensure physical plant is properly maintained.
- All personnel will act in a professional manner; uphold and comply with RCAP Solutions Code of Conduct; prevent conflicts of interest, including the appearance thereof; maintain a drug-free workplace; and otherwise prevent abuse of the public trust.
- All personnel will respect the legal and moral rights of clients and staff relating to equal opportunity in employment, housing, access to services and procurement, as well as protect the privacy of persons and confidentiality of records in RCAP Solutions custodianship.
- Assist with bidding, purchasing, and monitoring of services.
- Work as part of the Property Management Team.
- On-call; respond to after-hour emergency calls.

Education Requirements

- High School graduate or GED equivalent

Qualifications & Skills

- Ability to communicate effectively both written and orally.
- Basic computer skills including ability to send and receive emails, enter hours worked on internet based system and access/perform data entry in Property Management software.
- Ability to work flex schedule to accommodate after hour and weekend emergencies.
- Knowledge of safety procedures; must be safety conscious, steady and dependable.
- Knowledgeable and skilled in the safe use of hand tools and small power tools.
- Prior knowledge and skill in paint preparation, landscaping tools and other equipment as necessary and the ability to operate shut-off valves and arm/disarm security systems.



- Some specialized courses applicable to the maintenance field such as plumbing, electricity, carpentry, small equipment repair, etc.
- 3-5 years' experience in custodial, maintenance, carpentry or general labor.
- Must possess neat and orderly work habits.

Certifications or Licensures

- Valid drivers' license along with good driving record and auto insurance is required; willingness to use personal transportation in the course of performing duties.

Working Conditions

- Primary work area is an apartment complex at the assigned RCAP Solutions complex. Most travel is local, primarily within Worcester and Middlesex counties (with employee owned vehicles), but can include areas outside of these areas as required. Maintenance responsibilities will require person to move throughout the assigned complex to respond to maintenance needs. There may be stressful periods of the year that may require working beyond the allocated number of hours per pay period to prepare vacant units for occupancy, respond to emergency situations, assisting with budgets and host funding source visits/inspections.
- Physical Requirements – Inside and outside work in all types of weather. Medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching and lifting to a maximum 50 lbs. Good hand/eye coordination is essential. Ability to climb and work on ladders, work with arms raised over head, stand/walk for long periods of time, climb stairs, bend at waist and knees to lift boxes, appliances, furniture, shovel snow, etc. Ability to operate all necessary hand tools to make repairs.

Interested candidates, should submit a resume and cover letter to hr@rcapsolutions.org

Location – Groton, MA (32 hours)

Grade Level: 12

Compensation and Benefits:

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

To Apply:

Send cover letter and resume to our Human Resources Department or Email: HR@rcapsolutions.org or Fax: (978) 630-2751.

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800.488.1969 • TTY 978.630.6754 • www.rcapsolutions.org
Rental Assistance eFax: 508.519.0779 • HCEC eFax: 508.365.6008