



Maintenance Technician-Hubbardston, MA & Boylston, MA

The Maintenance Technician is to maintain the physical integrity of the community in which he/she is assigned, reporting to the Maintenance Supervisor. This involves insuring a safe, secure, and comfortable living environment for residents, visitors, and staff at all times. The Maintenance Technician is required to be on-call after RCAP business hours and to respond and resolve emergencies.

Key Responsibilities

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

- Provide general maintenance and custodial duties at assigned site(s) as requested by Maintenance Supervisor. (Can be assigned to other RCAP Solutions managed properties for backup and support)
- Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.
- Constantly be aware of the condition of the property and immediately initiate action to correct unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lighting, etc.
- Performs basic carpentry work including hanging doors, installing cabinets and counter tops, cabinet repair, basic trim work interior or exterior.
- Performs apartment turnovers when assigned to include repairs and improvements of vacant units and turnover cleaning.
- Performs dry wall repairs and installation; prep and painting work.
- Responds to and completes service requests according to established procedures and company priorities.
- Schedules and performs routine preventive maintenance on all appropriate equipment as directed by the Maintenance Supervisor.
- Diagnoses problems and makes minor repairs in the following areas: electrical, plumbing, appliances, HVAC, carpentry, and flooring.
- Performs general janitorial work including, but not limited to: vacuuming, sweeping and mopping; carpet shampooing and floor polishing; cleaning walls, ceilings and windows.
- Performs general grounds work using hand and power equipment including, but not limited to: lawn mowing, leaf removal, shrub and hedge trimming.
- Responsible for snow removal using hand and power equipment at assigned property(s) before, during, and after regular work hours, as well as on weekends and holidays as needed, to maintain safe conditions during storms and provide down to the pavement conditions following storms.
- Ensures proper care and maintenance of tools and maintenance equipment.
- Required to be on-call for after-hours maintenance issues.
- Works with subcontractors and vendors. Engages subcontractors as appropriate for repairs.
- Completes work request forms, timesheets, etc. in an accurate and timely manner.
- Order parts and supplies and maintain inventory. Maintain shop appearance to standards to facilitate quick assessment of supply inventory.
- Obtain bids and negotiate prices per RCAP Solutions Property Management purchasing / bidding policy, as necessary, with vendors and contractors.
- Communicate & coordinate maintenance objectives with the Property Manager on a daily basis.
- Perform work area clean-up on a weekly basis.
- Report immediately any safety and/or security problems to Maintenance Supervisor and Property Manager.
- 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.



- Attends and participates in departmental, organization-wide and other meetings as requested.
- Acts in the best interest of the organization, reflecting company values including teamwork, integrity, accountability and mutual respect.
- Other duties and/or special projects as assigned by Maintenance Supervisor or Property Manager

Education Requirements, Qualifications & Skills

- High school diploma, G.E.D., Vocational or Technical school equivalent required.
- Prior experience in property maintenance work required.
- Prior experience working in a residential setting is preferred.
- Experience in apartment turnovers.
- Must be able to work independently and complete tasks with minimal supervision.
- Must be able to take on call responsibilities.
- Must have basic carpentry, plumbing and electrical skills and experience
- Experienced and able to do dry wall repairs and installation; painting prep and painting work.
- Ability to work with and around people in a positive and cooperative manner.
- Knowledge and skill in the safe use of hand tools and small power tools.
- Must possess neat and orderly work habits and attention to detail.
- Knowledge in HVAC and routine preventative maintenance a plus.
- Solid verbal and written communications in English; other languages are a plus.
- Self-directed, reliable and responsible.
- Valid drivers' license along with good driving record and auto insurance is required; willingness to use personal transportation in the course of performing duties.
- Computer literate in Microsoft Office products. Ability to send and receive emails, enter hours worked and expenses 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.
- Must possess neat and orderly work habits.

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.
- Ability to drive to and from job sites.
- Amount of Overtime: As needed for emergencies and/or approved by supervisor.

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



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

Location –Hubbardston, MA (20 Hours) Boylston, MA (20 hours)

Grade Level: 13