



Senior Maintenance Technician

The Senior Maintenance Technician, under the supervision of the Maintenance Supervisor, is responsible for day-to-day maintenance repairs, preventative maintenance, work with vendors, property managers and owners to maintain the functionality of the assigned RCAP Solutions, Inc. managed properties. This position is required to be on-call after RCAP Solutions business hours and to respond and resolve emergency situations.

Key Responsibilities:

- Respond to resident work orders. Promptly repair items. Communicate with the Property Manager status of work orders and maintenance charges.
- Perform preventive maintenance on property, including but not limited to; mechanical/electrical, HVAC, refrigeration and plumbing systems, building components, and furniture, fixtures, and equipment.
- Inspect HVAC and mechanical components on a regular schedule. Maintain records as required.
- Complete repairs for unit turnovers.
- Assist with maintaining grounds and top-quality curb appeal.
- Order supplies. Maintain an adequate inventory of supplies.
- Perform painting as necessary.
- Keep storage areas clean, neat, and organized.
- Communicate with Property Manager and Maintenance Supervisor any problems or unusual matters of significance.
- Develop and maintain a good relationship with contractors, vendors, and site workers to get the best prices on property repairs, supplies, and maintenance.
- Inspect vacated apartments with Property Manager and complete make-ready checklist. Inform Property Manager of needed services and repairs. Routinely perform duties to restore apartments to “make-ready” status. Re-inspect vacant apartments after make-ready has been completed by vendors to determine quality of work performed. Ensure that the products/services are up to company standards.
- Conduct move-out, move-in, annual and interim inspections with site Property Manager.
- Obtain bids and negotiate prices per RCAP Solutions Property Management purchasing / bidding policy, as necessary, with vendors and contractors. Coordinate delivery and work schedules with vendors, contractors and Property Manager.
- Perform, and report on, all work according to the safety standards of RCAP Solutions, OSHA and health codes.
- Report immediately any safety and/or security problems to Maintenance Supervisor and Property Manager.
- Respond to emergency calls after hours on a rotating schedule.
- Other duties as assigned by Maintenance Supervisor.

Education/Experience Requirements:

- High school diploma or G.E.D.
- 2-5 years' experience in maintenance role
- Strong knowledge of plumbing, electrical, and appliance repair
- Property Maintenance experience preferred.
- Snow removal
- Ability to respond after typical business hours, to include middle of the night and weekends.



Skills & Knowledge:

- Plumbing – able to repair leaks in various material, (i.e., copper, PVC, etc.) Must be able to repair and/or replace plumbing fixtures, to include faucets, toilets, showers, and bathtubs. Must be able to replace zone valves on baseboard style heating systems.
- Electrical – able to diagnose and repair electrical problems, to include light fixtures, light switches, GFI receptacles and low voltage systems.
- Carpentry - able to make repairs that involve cabinets, doors, floors, ceilings, walls, etc.
- HVAC – able to diagnose and repair HVAC equipment to include, furnaces, boilers, air conditioners and other items as needed.
- Professional communication skills, verbal and written.
- Computer skills including proficiency in Word, Excel, Outlook, and Property Management Software.
- Able to work independently with little supervision.
- Prioritization and Organization skills.

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.
- Certifications recommended.

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. Mileage is included. 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 emergencies, assisting with budgets and host funding source visits/inspections.
- 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

Location –Worcester, MA

Grade: 16

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:

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