



Maintenance Technician I – Entry-Level

Position Summary: Ability to be taught and willingness to learn. The **Maintenance Technician I** is an entry-level position responsible for a variety of property maintenance, cleaning, and repair work on the grounds and buildings of RCAP Solutions-managed properties under the direction and training from the Maintenance Supervisor.

Major responsibilities include, but are not limited to:

- As a Maintenance Technician you perform various duties requiring no experience.
- You work as a team participant along with the training from the Maintenance Supervisor to ensure the community meets the quality maintenance standards.
- Work closely with the management to maintain a clean, safe, and appealing property.
- Communicate regularly and professionally with vendors, Property Management Staff and work closely with them on all special maintenance projects.
- Maintain grounds and common areas and keep them free from rubbish and debris.
- Report maintenance concerns directly to Property Manager and perform repairs under the guidance of the Maintenance Supervisor.
- Monitor and control maintenance inventory and supplies.
- Maintain a professional courteous manner with all residents, vendors, and fellow employees.
- Prepare vacant apartments for move ins including repairs, painting, and cleaning of units.
- Clearing snow on walks and stairs during the winter as needed including salt spreading.
- Performs general grounds including, but not limited to lawn mowing, leaf removal, shrub, and hedge trimming.
- Perform other miscellaneous duties as assigned.

Minimum Required Qualifications & Job Requirements:

- Good attitude daily
- Ability to be taught and willingness to learn
- Ability to be on-call for emergencies
- High school diploma or the equivalent experience
- Ability to lift to fifty pounds
- Valid driver's license, safe driving record and current auto insurance

Certifications or Licensures:

- Driver's License (Required)

Working Conditions:

- Primary work area is an apartment complex at the assigned RCAP Solutions complex. Travel is local, within Worcester and Middlesex counties (with employee-owned vehicles).
- **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. Ability to climb and work on ladders, work with arms raised over head, stand/walk for extended 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 site.
- **Amount of Overtime:** As needed for emergencies and/or approved by supervisor.

Location – Central Massachusetts

Hourly Rate: \$17.00 – \$20.00

Compensation and Benefits:

RCAP Solutions offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 14 paid holidays, STD/LTD, etc.

To Apply:

Interested candidates should submit a resume and cover letter to: HR@rcapsolutions.org or fax: (978) 630-9651

191 May Street • Worcester, MA 01602
800.488.1969 • TTY 978.630.6754
Fax: 978.630.9651 • www.rcapsolutions.org