

## Maintenance Technician Assistant

*Assist and works under the direct supervision of the Service Manager. Performs necessary repairs and preventative maintenance throughout the entire community. May perform duties of the Service Manager as required by the needs of the community. Continually strives to increase his/her working knowledge of the property to achieve position of Service Manager.*

### Major Accountabilities:

- Completing required tasks as assigned
- Completing assigned service request in 24 hours
- Reporting and following up with staff and contractor work completion
- Clear and effective communication with team members and residents
- Maintain company safety standards
- Accurate recordkeeping
- Keeping shop organized and keeping an adequate supply of parts
- Rotation of after hours on-call schedule

### Desired Prerequisites:

- High School Diploma, or equivalency
- 2 years work related experience
- Cell phone, tools and vehicle to complete job responsibilities
- Computer skills including email, word, and excel (prefer Word knowledge)

### Preferred Attributes:

- Positive attitude promoting team work and career oriented goals
- Punctual, dependable, self-starter
- Ability to multi task
- Hands on skills as associated with a multi-family site

### Benefits:

- Competitive hourly rate
- Medical, dental and vision insurance available
- 401(k) with generous company match

### About Billingsley Company:

Founded in 1978 by Lucy and Henry Billingsley, the organization expertly builds, owns and manages its properties, ensuring long-term client, resident and partner return.

Specializing in master-planned developments and principles of new urbanism, each Billingsley property signifies technology, convenience and a vast array of amenities aimed to attract and retain tenants, residents, visitors and employees. These amenities include art, sculpture, parks, trails and outdoor public spaces.

Delivering smart design integrated with artistic works and natural spaces, Billingsley Company's developments are life-enhancing communities in which to work, live, play, shop and dine.