Construction Technology / HVAC Majors
Job Title: Maintenance Apprentice

Company
Cambridge Management Services
Bennington Hills

About
Cambridge Management Services Incorporated is a progressive full-service property management company providing cost effective property management and asset management to multifamily dwellings.

Position
The Maintenance Apprentice, under the supervision of the General Manager and Maintenance Supervisor, is responsible for performing various maintenance, repairs, painting, landscaping and other task supporting general cleanliness and quality of the overall property.

Duties and Responsibilities

- Treating residents and co-workers with respect, courtesy and efficiency.
- Adhering to the organization’s policies and applicable laws, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act and all other laws pertaining to the multi-family rental industry.
- Proactively inquire about residents’ experience and possible needs and acting on requests.
- Maintaining confidentiality involving resident, employee and property, company information.
- Responding promptly to assigned maintenance service requests.
- Picking up trash and litter on the grounds, emptying community/mail area trash cans.
- Maintaining the cleanliness of golf cart, maintenance shop and storage facilities.
- Completing regularly scheduled painting activities for all areas of the community, including exterior and interior surfaces.
- Identifying and reporting property problems and deficiencies not readily repairable to the Property Manager or Maintenance Supervisor.
- Identifying and reporting opportunities Maintenance Supervisor to improve the “curb appeal” or “look” of the property.
- Other duties as assigned.

Education/Experience

- Must have experience in the use and proper care of paint, supplies, equipment and tools.
- Must have a good history of dependability and past job performance.
- Must have no prior criminal records of crimes against persons or property.
- Required to be able to work a flexible work schedule.
- Must have a valid Driver’s License.

How to Apply

Please send your Resume, Cover Letter, and MCC M# to Joe Snowden at jsnowden4@monroecc.edu