

**** NO RECRUITERS ****

TO APPLY FOR THIS POSITION you MUST complete the downloadable application on our website. www.dalmproperties.com/jobs. DO NOT REPLY TO THIS EMAIL.

The Maintenance position is responsible for performing tasks assigned by the property manager as necessary. Paperwork and reporting is a major requirement of this position. Being professional, polite, and dependable are requirements of this role. Currently hours are flexible and will be fixed once qualified candidate is chosen.

Maintenance Assistant Duties

- Perform painting in apartments between tenants and common areas
- Have some "PEP" in your step. We don't want lazy lollygaggers
- Be able to work independently
- Basic troubleshooting of electric and plumbing
- Performs "Make Ready" of apartments as needed between tenants
- Learn how to use our professional carper cleaner and clean carpet as needed
- Pickup debris from and around buildings as needed
- Perform periodic landscaping as needed including trimming tree's, bushes, weeds
- Replace batteries in smoke detectors and replace burned out light bulbs as needed
- Have a friendly personality to interface and establish professional relationships with tenants
- Shovel Snow and apply salt on sidewalks during winter months
- Be on call for odd ball needs and the occasional emergency
- Clear clogged sinks and other troubleshooting of "live" events that occur in housing units.
- Other tasks as assigned.

Requirements:

Dependable transportation. You are required to be able to get yourself to our properties dependably and able to transport materials such as paint, ladders, etc. Small pickup truck is most versatile.

Cell Phone. You must have a cell phone capable of taking pictures and sending/receiving email

Lifting. You must be able to lift 60lbs

Background: Clean background check

Drug Free. If you do drugs, don't apply.

Compensation:

This position is part-time and pays \$10-\$14/hr based on experience.

\$20/month gas allowance, \$10/month phone allowance.