



Job Title: Head Maintenance Tech – PAH! Hiland Plaza
FLSA: Full-Time – Non-Exempt
Salary Range: starts at \$19.00 per hour

Summary of Responsibilities

Monarch Properties, Inc. is seeking an experienced Head Maintenance Tech for a brand-new, 92-unit, apartment community. PAH! Hiland Plaza offers an exciting opportunity for the right person. Greater Albuquerque Housing Partnership, in collaboration with the Deaf Culture Center of New Mexico, is nearing completion of a 92-unit community at Central and San Mateo. The award-winning PAH! Hiland Plaza will have a leasing preference for the Deaf, Deaf-Blind or Hard of Hearing community. When finished, PAH! Hiland Plaza will deliver modern one-, two- and three-bedroom layouts, becoming yet another important addition on famous Route 66.

We're looking for an ideal candidate with the appropriate skills and knowledge who can appreciate the significance of PAH! Hiland Plaza for our city. You should have a positive, 'can-do' attitude, be a team player, and be open to training and professional growth. You should also have a desire to make a difference to your Residents and the community.

Essential Duties and Responsibilities

- Maintain a professional and friendly demeanor with residents
- Ensure all work orders are completed in a timely manner based on priority
- Make Ready/Turn Units/Clean
- Maintain grounds
- Work hand in hand with the Property Manager on a monthly budget review
- Manage a preventative maintenance program
- Keep a clean and organized maintenance shop and other work areas
- Inventory Control
- Exterior structural maintenance as needed; snow removal (when applicable)
- Address warranty issues
- Other duties and special projects as assigned

Required skills and abilities:

- PAH! Hiland Plaza is seeking applicants who are well qualified, professional, and experienced.
- ASL fluency is preferred. Deaf and Hard-of-Hearing people are encouraged to apply.
- Head Maintenance Tech must have basic written English skills.
- Applicants are subject to drug testing, criminal history, employment history, and credit check when applicable.

Compensation:

- Pay dependent on experience and qualifications
- Paid time off (vacation and sick leave)
- Health, vision, and life insurance coverage available at 60 days
- 401K retirement plan
- Paid holidays

****Monarch Properties, Inc is an Equal Opportunity Employer****

Email resume and cover letter to mnavarro@monarchnm.com.

Additional information about PAH! Hiland Plaza can be found at www.pahhiland.com.