

Job Title: Head Maintenance Tech – Casa Feliz
FLSA: Full-Time – Non-Exempt
Salary Range: \$19.00 - \$21.00 per hour

Summary of Responsibilities

Monarch Properties, Inc. is seeking an experienced Head Maintenance Tech for Casa Feliz, an 89-unit apartment community in Albuquerque. Casa Feliz offers an exciting opportunity for the right person.

We're looking for an ideal candidate with the appropriate skills and knowledge, possesses a positive, 'can-do' attitude, is a team player, and is 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:

- Casa Feliz is seeking applicants who are well qualified, professional, and experienced.
- Basic written English skills.
- Applicants are subject to drug testing, criminal history, employment history, and credit check when applicable.

Compensation:

- Pay depends 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 Casa Feliz can be found at www.casafelizapts.com