



WEBCO HR, Inc.

Let Experience be Your Guide

APARTMENT MAINTENANCE TECHNICIAN – EL CENTRO, CALIFORNIA

WEBCO HR, Inc. is seeking an Apartment Maintenance Technician for one of our clients located in El Centro , California.

RESPONSIBILITIES:

- Perform minor electrical repairs on items such as appliances, fixtures, switches and outlets, etc.
- Perform minor plumbing work, such as clearing drain stoppages, replacing fittings and faucets, etc.
- Replace broken tile, screens, garbage disposals, fixtures, appliances, blinds, and locks.
- Paint, interior and exterior as directed.
- Perform minor carpentry work, such as assisting in fitting doors, sticking windows, replacing and building shelves, sanding and refinishing doors.
- Assist in custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows in all common areas.
- Assist in grounds work as directed.
- Assist in the repair of concrete, masonry, roof, fencing and signage as directed.
- Participate in a standby emergency schedule for evening, weekend, and holiday coverage with the maximum response time being one hour from time the call is received.
- Keep all storage and maintenance shop facilities and all other equipment clean and in orderly working condition.
- Complete work orders within 24 hours, as directed, unless otherwise stipulated. Maintenance requests whether complete or incomplete must be returned daily to the Dispatcher.
- Assist in the scheduling and turning of vacant units prior to resident occupancy.
- Maintain up-to-date knowledge regarding current contracts with vendors and suppliers.
- Contribute to the team effort by being aware of and relaying information regarding the apartment community's general appearance and conditions.
- Possess knowledge regarding water and gas meter shutoffs, all apartment and fixture shutoffs, and sewer cleanouts.
- Ensure storage areas and entrances are locked as required throughout all common areas of property.
- Assist in apartment check-in and check-out inspections as directed.
- Must be conscious of a safe work environment.
- Must possess a valid California Driver's License and automobile insurance in order to drive company vehicles.
- Must attend company sponsored events that relate to the development of the team, which, from time to time, may include overnight stay at locations away from the employee's home.

- Other duties as may be needed or required under the direction of the Owner, Manager or other supervisors.¹

REQUIREMENTS:

- Must be able to work with minimal supervision and select from written instructions and established protocols to accomplish assigned tasks.
- Since duties and tasks are frequently non-routine must be able to resolve challenges logically and know when to refer more complex issues to a higher level.
- Periodically assist in orienting and training newer employees.
- Ability to work with and understand persons of all ethnic and family backgrounds.
- Must demonstrate initiative, professionalism, integrity and exercise confidentiality in all areas of performance.
- Project professional image by meeting uniform standards.
- Conscious of a safe work environment.
- Willingness to pitch in and work in areas for the betterment of the team and company. May require assisting other properties.
- Maintain work pace appropriate to given workload.²
- Perform simple and varied tasks as directed.
- Relate to others beyond giving and receiving instructions.
- Be a team player.

COMPENSATION:

- Hourly Wage
- Full Benefits

THE COMPANY:

Located in El Centro, our client's skilled technicians deliver expert installation and repair service to customers throughout the Imperial Valley. They staff only professionally trained technicians and installation specialists, each of whom have completed at least 100 hours of training each year.

WEBCO HR, Inc. is an Equal Opportunity Employer

[APPLY](#)