

# TJMG Properties, LLC

## Employment Posting – *Maintenance & Construction Specialist*

TJMG Properties, LLC (TJMG) is looking for a motivated individual to step into a full-time *Maintenance & Construction Specialist* role in their local and growing General Contracting and Management Company.

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### Key Responsibilities:

- Execute all assigned Work Orders in a timely matter
- Completion of capital projects as assigned.
- Purchase and delivery of materials related to assigned projects.
- Coordination with 3<sup>rd</sup> Party Vendors related to assigned projects –Utility Providers, Carpet Installers, Painters, Appliances, etc.
- Immediate attention to urgent repairs as identified by TJMG.
- Completion of assigned scope items for Apartment Make-Ready projects - within a timeframe set forth by TJMG.
- Completion of preventative maintenance appointments and other recurring work order tasks
- Coordination with 3<sup>rd</sup> Party Vendors – Exterminators, Utility Providers, Carpet Installers, etc.
- After Hours/On Call – placed on a weekly, revolving after-hours on-call schedule consisting of nights and weekends.
- Working Skillset Requirements:
  - Plumbing (sinks/toilet/tub installs, piping repairs)
  - Electrical (troubleshoot circuits, small installation)
  - Carpentry (drywall, painting, trim work, bathroom/kitchen installations, building exteriors)

**Other Skills & Qualifications:** High School Diploma. Basic understanding and use of Microsoft Excel. Good communication skills, Strong knowledge of building operation. Organization and time management skills.

**Requirements:** Reliable personal vehicle, use of personal tools, daily one-way travel up to 45 minutes from Syracuse, NY

**Other Inclusions:** Cell Phone, Health Insurance Plan, Retirement Plan, Large Tools

**Hours:** 40 hours/week plus approved overtime, Monday-Friday, 8:30-5:00 PM

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**To Inquire - Call:** (315) 299-4277

**Email Resume's:** [employment@tjmgproperties.com](mailto:employment@tjmgproperties.com)

**View Full Posting:** <http://www.tjmgproperties.com/employment>