

Job Title: Maintenance Specialist II

of Units: 100+

Location: Central NY

Hourly Pay: Starting at \$14.00/Hr (DOE)

TJMG Properties, LLC (TJMG) is looking for a motivated individual to step into a *Maintenance Specialist* role in their local and growing Real Estate Investment & Management Company. J&M was started in 2008 and has quickly grown to an 800+ unit company with apartment communities throughout Central NY.

Key Responsibilities:

- General Repairs – completing weekly work orders in timely and professional manner, responding to urgent repair requests
- Apartment Make Ready Projects – executing all responsible scope items within a time-frame set by project managers
- Preventative Maintenance – completing preventative maintenance routines as identified by J&M
- Small Projects – executing small capital projects
- On Call – be placed on a weekly, revolving after-hours on-call schedule consisting of weeknights (4:30 pm – 8:30 am) and full weekends
- Working Skillset Requirements:
 - General Plumbing (sinks/toilet/tub installs, piping repairs)
 - General Electrical (troubleshoot circuits, small installation)
 - General HVAC (troubleshoot small furnaces/condensing units/fans)
 - General Carpentry (drywall, painting, trim work, bathroom/kitchen installations)

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

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

Other Inclusions: Cellular Phone, Laptop Computer/Tablet, Printer, Local Hardware Store Account Card, Health Insurance Plan

Hours & Pay Structure: Hourly (40 hours/week with approved overtime); Paid Vehicle Miles; Paid On Call

To Inquire - Call: (315) 299-4277

Email: contact@tjmgproperties.com

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