

Company Name: Eller Residential, Inc.

Job Title: Maintenance Turn Technician

Location: Chapel Hill, NC

Full-time or Part-time: ☒ Full-time **Type of Position:** ☒ Employee

Meets Orange County, NC living wage standards: ☒ Yes

Compensation: 16.00

Benefits: ☒ Paid Leave ☒ Health Insurance ☒ Dental Insurance ☒ Vision Insurance ☒ Worker's Comp Insurance

Other Benefits: EAP Program, Parental Leave, STD, Critical Illness Insurance

Start Date: ☒ Flexible Start Date Looking for someone to start as soon as possible on or after 3/15/21

How to Apply: Send resume to HR@ellercapital.com.

Deadline to Apply: ☒ Applications accepted on a rolling basis

Is it ok for candidates to contact you? ☒ Yes

Contact Name: Lisa Hartung

Contact Email: hr@ellercapital.com

Contact Phone: (919) 904-4712

Job Description:

The Turn Technician is responsible for performing apartment turns and responding to maintenance requests as instructed by the Maintenance Supervisor. This position ensures that the physical aspects of the property meet the Company's established standards and any applicable laws. In the absence of the Maintenance Supervisor, the Turn Technician will assume all apartment turn responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Schedules, monitors and/or performs apartment turns and preventative maintenance.
- Assists with diagnosing problems and repairs in the areas of HVAC, electrical, plumbing, swimming pool, carpentry, dry walling, exterior structural, and appliances.
- Ensures that work order requests are responded to promptly and professionally.
- Ensures residential units have been turned in a timely and efficient manner, as well as determines if work has been completed properly.
- Schedule and perform routine preventive maintenance on all appropriate equipment as directed by the Maintenance Supervisor and the Community Manager to make sure they are in proper condition.
- Perform work area clean-up and safety related duties.
- Inspects buildings and grounds to ensure safety and cleanliness, and alerts Maintenance to items that need to be repaired.
- Communicates with Maintenance Supervisor regarding the overall maintenance function of the property.

PHYSICAL DEMANDS

- Standing, walking, and/or sitting for extended periods of time.
- Frequent climbing, reaching, use of fingers, handling, talking, and hearing.
- Moderate crouching and lifting.
- Sustains substantially recurring movement to fingers, hands, wrists, legs, and feet.
- Pronounced visual acuity (near and far) and field of vision.
- Ability to judge distances and spatial relationships.
- Ability to identify and distinguish color.
- Ability to lift and/or move up to 50 pounds.
- Rare to moderate proximity to moving, mechanical parts.

MENTAL FUNCTIONS

- Ability to compare, copy, compute, compile, analyze, coordinate, synthesize, negotiate, and communicate.
- Ability to tolerate stressful situations.
- Ability to work under moderate to close supervision.

WORK ENVIRONMENT

- Exposure to hot, cold, wet, humid, or windy conditions (temperatures may vary depending on the weather in the different regions).
- Potential exposure to noise, vibrations, atmospheric conditions, as well as working in confined or restricted spaces.

HAZARDS

- Potential exposure to communicable diseases through frequent contact with public.
- Possible exposure to short-tempered or aggressive people.

Qualifications:

EDUCATION AND/OR EXPERIENCE

- High School degree or equivalent is required.
- 1-2 years of previous experience preferable in a multi-family housing environment is preferred.

SKILLS/SPECIALIZED KNOWLEDGE CONT'D

Understanding and ability to install and repair HVAC, plumbing, electrical & mechanical systems. Ability to perform basic carpentry. Ability to read, write, understand, and communicate in English. Excellent customer service and interpersonal skills; ability to relate to others. Strong organizational and time-management skills. Ability to perform basic mathematical functions. Ability to read and comprehend budgets. Comprehension of federal fair housing laws and any applicable local housing provisions. Available to work days and evenings, weekdays, and weekends. Ability to physically perform all functions of the job including heavy lifting, squatting and standing/sitting for long periods of time.

OTHER REQUIREMENTS

- Must maintain professional appearance and comply with prescribed uniform policy.
- Ability to be at work on a regular and consistent basis; Overtime may be required for this position.
- Ability to work weekends and non-traditional holidays.
- Must be available to work on-call or when needed due to staffing shortages.
- Some travel may be required.

REQUIRED LICENSES

- Current driver license and automobile insurance.
- Real estate license (if required by state).
- Other licenses and/or certifications as required by state law.
- HVAC with EPA Card (preferred)
- CPO License (preferred)