

Fort Monroe Authority

Position Description – Senior Residential Maintenance Technician

Job title: Senior Residential Maintenance Technician, Fort Monroe Authority (FMA)

Department: Real Estate

FLSA status: Full time, Exempt

Work conditions: Office environment in historic building, not ADA accessible. Some heavy lifting required. Regular 40 hour work week, 8:30 AM – 5:00 PM at the discretion of the Residential Property Manager (RPM). On call rotation required.

Salary: \$36,500 to \$39,500 annually based on knowledge and experience.

Reports to: Residential Property Manager (FMA)

The Fort Monroe Authority is looking for a Senior Residential Maintenance Technician to join our Real Estate Team. Come work in the beautiful historic environment of Fort Monroe! This position will include full state employee benefits to include health benefits; membership in the Virginia Retirement System; 12 paid holidays; annual leave; sick leave; group life insurance; and all other related Commonwealth of Virginia employee benefits.

Responsibilities of the Senior Residential Maintenance Technician:

1. Perform a variety of skilled work in the maintenance and repair of residential units and equipment.
2. Assure completion of all daily assignments and check for accuracy.
3. Review status of service requests daily and ensure routine requests are completed within appropriate timeframes.
4. Perform various refrigeration, plumbing and heat related duties.
5. Inspect completed turns with Property Manager to ensure make ready condition.
6. Assist other techs as needed.
7. Ensure maintenance supplies are ordered as needed to ensure the timely completion of service requests.
8. Provide assistance during storms, fires and other related emergencies and other related emergencies as necessary.
9. Perform other duties as assigned by the Property Manager.

Qualifications

1. Formal training and experience in varied HVAC systems (i.e., gas heat, boilers, A/C, heat pumps), electrical, plumbing trades required. Knowledge of commercial HVAC a plus.
2. Knowledge of general construction practices i.e., carpentry, painting and roofing as well as a general knowledge of residential and commercial grade mechanical systems.
3. Minimum of five to seven years experience in residential maintenance.
4. Good interpersonal skills demonstrating ability to deal with residents, peers and supervisors.
5. Must possess the following certifications: EPA Section 608 and R410A.
6. Must be able to pass criminal screenings, as well as have an insurable driving record. Must maintain a valid driver's license.
7. Recent property management experience and computer literacy in property management software. Knowledge of OneSite property management software a plus.

Non-Essential Qualifications

1. Fair Housing and /or OSHA Certifications a plus.
2. Two or four year degree or technical certifications.
3. Prior experience working on historic buildings and knowledge of guidelines for the treatment of historic properties.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

This position will be posted as open until filled.

To apply please forward (1) a copy of your resume, (2) a cover letter and (3) an FMA Job Application (available on our website at www.fortmonroe.org).

to:

Joan F. Baker
Human Resources Manager
jbaker@fortmonroe.org

Or mail to:

Joan F. Baker
Human Resources Manager
20 Ingalls Road
Fort Monroe, VA 23651

The Fort Monroe Authority is an Equal Opportunity Employer; in compliance with EEOC.