Resident Manager and Maintenance Technician for Apartment Community

The Housing Company, a nonprofit organization, has a full-time (40 hrs/wk) opening for a motivated individual to fill the position of Resident Manager and Maintenance Technician at the Pioneer Meadows apartment community in Dillon, Montana.

Responsibilities include:

* **Living On-site once building is complete**
* Record keeping
* Leasing
* Tenant applications
* Cleaning vacated units and office/common areas
* Assisting in identification of maintenance problems during unit turns
* Performing maintenance or repair work and grounds-keeping duties, as necessary

Basic working knowledge of building maintenance required, including:

* Carpentry
* Electrical
* Plumbing
* Painting
* Grounds keeping

Job requirements:

* High school diploma or equivalent
* Knowledge of basic record keeping
* Excellent customer service skills that foster a positive community environment
* Attention to detail
* Basic computer skills
* Strong communication skills
* *Good work ethic* and *self-motivation* to do whatever is necessary to ensure the apartment community is clean, neat, and in good working order
* Be able to prioritize multiple tasks, follow-up, and follow through
* Adhere to safety policies and procedures
* Become familiar with and abide by all applicable Fair Housing Laws
* Have a valid driver’s license and active auto insurance
* Carry a cell phone for emergency calls
* Pass pre-employment drug screen and criminal background

Compensation includes apartment, utilities, salary, and benefits.

Apply online at: [www.thehousingcompany.org/careers](http://www.thehousingcompany.org/careers)

Above description is not inclusive of all job duties. Qualified candidates must be able to perform essential functions with or without accommodation.

EEO/AA/M/F/Vet/Disability Employer