

**GROUNDSMAN:**

The key function will be to undertake all grounds related activities in order to meet the needs of Reservoir Hill Mutual Homes and to ensure that the whole property is maintained to an excellent standard and to provide a good impression to all visitors. In addition, as a member of the site team to undertake a range of premises duties concerned with the property and duties to support the operation of the property.

DUTIES:

- *PERFORM daily rounds consisting of sweeping the outside and inside of the land and buildings.
- *Sweeping and moping common area hallways and basements.
- *Clean vacant units.
- *Trash removal from common areas.
- *Responsible for the cultivation and care of the landscaping and grounds surrounding the business or building.
- *Planting flowers, mows, pulls weeds and maintains outside of building. Perform grounds keeping and building maintenance.
- *Mow lawn either by hand or riding lawnmower.
- *Cut lawn using hand, power on riding mower and trim and edge around walks, flower beds, and walls.
- *Landscape by maintaining flowers, grass, shrubs and bushes.

(For more info., see job order#1336948)

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Reservoir Hill Mutual Homes

HVAC MAINTENANCE TECHNICIAN

We are hiring! The Maintenance Technician position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain apartment (residential) grade equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of Reservoir Hill Mutual Homes, Inc. business goals and objectives.

Essential Functions:

- Perform highly diversified duties and maintenance mechanic skills to install, maintain and troubleshoot all electrical, plumbing and HVAC equipment on the property.
- Provide emergency/unscheduled repairs of electrical, plumbing and HVAC equipment on the property.
- Perform carpentry work associated with work orders and the rehab of vacant units (doors, locks, drywall repairs & painting).
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace, or repair parts, test and make adjustments to HVAC, electrical and plumbing fixtures.
- Perform regular preventive maintenance on HVAC equipment.
- Use a variety of hand and power tools, and material handling equipment in performing duties. (See MWE job order#1336942)

Veterans are encouraged to apply!

TO APPLY, E-mail your résumé to:

Ms. Diggs at: reshillmanagement@comcast.net