

Employment Opportunity: **Full-Time Maintenance Tech**

Overview:

The Carlile Group has an immediate need for a building maintenance technician / handy worker to complete repair work and tasks within our property management portfolio. Buildings include both residential and multi-family apartment buildings.

The current opportunity is offered as a full-time position. Compensation is commensurate with experience. Wage range is approximated between \$19-\$23 per hour. Company vehicle and tools provided.

What will you do?

- Completing various repair work on residential buildings
- Addressing building/tenant maintenance issues
- Evaluating conditions, making repairs, etc.
- General cleaning or moving of furniture/belongings
- Other tasks, as needed

Skills:

- Electrical
- Drywall
- Interior/Exterior Painting
- Flooring installation
- Plumbing

Additional responsibilities include addressing unexpected maintenance issues, managing equipment, ordering materials, and computer reporting. Managing budgets for maintenance projects ensuring cost-effectiveness and efficiency. Collaborating with vendors and contractors to ensure quality of workmanship.

Education and Experience:

Candidate must have a high school diploma or equivalent with a good general knowledge of building maintenance. Be skilled in minor repairs, can plan and complete workload with time and resources available, and display a high level of integrity and responsibility. Valid driver's license required. Be able to lift 50lbs on a regular basis, and work outside and inside in a safe and efficient manner.

Please email resume and unique cover letter regarding the attributes you can bring to our firm to:

Carlile Group
5 S. Main Street
Manteno, IL 60950
Or email: employment@carlile-group.com
No phone calls please