



Maintenance Professional Position Description

Position Title: Maintenance Professional (Apartment Complex)

Reports To: Property Manager

Location: Hay Center Apartments, Houston TX

Employment Type: Full-time, possibly on call

Job Overview

The Maintenance Professional is responsible for the day-to-day upkeep, cleaning, repair, and safety of a small apartment complex. This role ensures that all building systems, units, and common areas are in good working order, safe for residents, and meet regulatory standards. The professional responds to tenant workorder requests, performs preventive maintenance, and maintains the property's appearance and functionality.

Key Responsibilities

- Respond promptly to maintenance requests from residents and document all work orders
- Perform routine inspections of building systems (HVAC, plumbing, electrical, fire alarms, sprinklers) to identify and address issues early
- Carry out repairs and maintenance on plumbing, electrical systems, appliances, flooring, and basic carpentry
- Maintain and service common areas, grounds, and amenities (cleaning)
- Prepare vacant units for move-in by completing inspections, repairs, cleaning, and painting as needed
- Manage inventory of tools and supplies, ordering replacements as required
- Ensure compliance with safety regulations and building codes
- Assist in emergency on-call service when needed
- Communicate with residents and management about maintenance issues and resolutions

Qualifications & Skills

- High school diploma or equivalent; vocational or trade training in plumbing, electrical, HVAC, or carpentry preferred

- Prior experience as a maintenance technician or in a similar residential role.
- Strong general repair skills and ability to troubleshoot common problems.
- Ability to lift up to 70 lbs, stand for extended periods, and work in varied weather conditions
- Attention to detail, organizational skills, and ability to work independently.
- Good interpersonal skills for resident and management communication.
- Willingness to work weekends and holidays if required

Work Environment

- Indoor/outdoor work in a residential setting.
- Exposure to tools, chemicals, and electrical systems.
- Occasional physical exertion and standing for long periods.

Compensation & Benefits

- Competitive hourly rate based on experience.
- Overtime and on call pay as applicable.
- Opportunity for growth within property management or maintenance field