



Doran Companies has a great opportunity for a **Maintenance Technician** to join our team in Minneapolis, MN.

If you relish the role of troubleshooter – and have a knack for solving mechanical challenges – our service tech position will keep you happily on your toes. There's no boredom with this job, as your varied duties as the key support to our service manager includes keeping your community operating smoothly and according to safety standards while ensuring the timely and accurate fulfillment of all service requests and repairs. You will take ownership and manage your expenses effectively and within guidelines, including materials, tool purchasing, and vendor submissions under management supervision. Your role is essential for maintaining our high level of customer service as well as the cleanliness and marketability of the community to renew and secure new leases.

Be part of a talented maintenance team that takes pride in serving our residents. Ideal candidates will have previous maintenance experience in the multi-family industry. Doran Companies offers competitive pay and benefits.

RESPONSIBILITIES:

- Completes all maintenance work orders with proper certification, including electrical, plumbing and air conditioning (HVAC).
- Completes necessary maintenance on each apartment for move-ins/turnovers.
- Completes all work orders within 24 hours.
- Maintains all equipment to ensure safety and operational.
- Maintains common areas for safety and appearance.
- Ensures resident satisfaction when working in an apartment.
- Maintains resident contact regarding maintenance problems in apartments.
- When required, delivers or post notices to residents.
- Adheres to specific safety guidelines set by OSHA and attends monthly safety meetings.
- Maintains a positive customer relations attitude.

- Monitors and complies with all Federal and Local Fair Housing regulations and ordinances.
- When required, carries emergency cell phone and responds to all emergency calls in a timely manner and if necessary, in person.
- Completes all other projects or requests as directed by Maintenance Supervisor.

EDUCATION AND EXPERIENCE:

- HVAC and EPA licenses required
- Mechanical and Building Maintenance Experience including Electrical
- Weekend availability required
- HVAC experience required.
- CPO Required
- Experience in managing vendors and working with teams
- Strong computer skills, as well as, written, verbal, and communication skills
- Able to lift 50lbs or more
- High school diploma required.

EXCELLENT BENEFITS FOR REGULAR FULL TIME EMPLOYEES INCLUDE:

- Paid time off
- Rent discount
- Medical, dental, vision insurance offered
- Life, disability insurance
- 401(k) Savings Plan

Doran Companies is an Equal Opportunity Employer