

Arrow Capital Maintenance Tech

Arrow Capital: Arrow Capital is a real estate investment company headquartered in Lincoln, Nebraska. Arrow provides real estate services included, but not limited to property management, brokerage and investment consultation for property owners. Arrow strives to provide the highest quality services to tenants, property owners and community stakeholders.

Job Description:

Arrow Capital is seeking to hire a maintenance tech to help with occupied and vacant properties.

Hours: 8:00am-5:00pm, Monday-Friday and some weekends on rotating schedule

Potential Duties, including but not limited to:

- Complete maintenance tasks created by additional staff
- Change locks/door codes
- **Plumbing:** includes the repair, replacement or installation of faucets, pipes, hot water tanks, toilets, garbage disposals, dishwashers, water-dispensing refrigerators, and washing machines.
- **Electrical:** includes the repair, replacement or installation of power switches, fuses, wall sockets, ceiling lights, ceiling fans, climate control systems.
- **Drywall repair:** includes filling in small holes caused by nails and minor dings from normal wear and tear-
- **Painting:** includes minor touch-ups following damage repair and new coats of paint
- **Appliance repair:** includes the repair, replacement or installation of major household appliances, such as refrigerators, dishwashers, range ovens, washers and dryers, hot water tanks, and air conditioners.
- **Customer service:** includes professional, prompt and courteous correspondence with tenants when scheduling and providing maintenance services, and with contracted vendors that provide additional facility services.
- Purchase supplies to complete required repairs
- Track expenses for billing to appropriate property
- Provide basic and accurate information in-person and via phone/email
- Post notices

Requirements:

- Proven maintenance experience
- Access to reliable transportation
- Multitasking and time-management skills, with the ability to prioritize tasks
- Ability to be resourceful and proactive when issues arise
- Solid written and verbal communication skills
- Able to use a smartphone, email and computer skilled
- Professional attitude
- High school degree or equivalent
- Prior experience as a handy man or

Compensation: \$18/hour

Arrow Capital is an Equal Opportunity Employer. Arrow Capital does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.