

Stars Staffing Group, LLC.
Interim Maintenance Technician
Job Description

Stars Staffing Group, LLC. is a staffing company that services property management companies in the Portland Metro Area and surrounding cities including, but not limited to Vancouver, Washington and Bend, Oregon. Our team strives to provide STELLAR customer service to our Clients through superb education and training. As a budding and ambitious start up, our employees are asked to work hard, trust our process, and offer suggestions for growth. We believe in teamwork, in individuality and undefeatable quality in service, leadership and kindness.

Position Summary:

Apartment Maintenance Technicians are responsible for general carpentry, plumbing, electrical, painting and repair and maintenance tasks to maintain properties in good condition. As an Interim Maintenance Technician, you are an employee of Stars Staffing Group, LLC. that temporarily acts as a maintenance technician for a property without a permanent maintenance technician and until a permanent maintenance technician is placed.

As an Interim Maintenance Technician for Stars Staffing Group, LLC. your essential interim functions are:

- Completes maintenance and repair projects as assigned by property manager.
- Provides direction to other members of the maintenance team.
- Maintains the property grounds and landscaping when applicable.
- Maintains records of maintenance, mileage, costs and repairs.
- Reports unsafe and hazardous conditions to appropriate community parties.
- Responds to emergency situations and takes action accordingly.
- Perform related duties as assigned by Client.
- Contacts tenants for scheduling repairs.
- Maintain a clean and professional work area.
- Maintains a clean and professional appearance and demeanor.

Knowledge, Skills & Abilities:

- Strong working knowledge of current repair and maintenance techniques and procedures.
- Ability to use a variety of hand and power tools.
- Ability to deal with all types of people.
- Knowledge of building codes, fair housing rules and regulations and landlord/tenant law.
- Working knowledge of smart phone technologies.
- Ability to speak, write and otherwise communicate in English.
- Must have a motor vehicle with insurance, valid driver's license and basic tools.

- Sufficient experience to provide strong knowledge of maintenance and repair practices and techniques.
- Must be able to pass a drug screening and background check.

The duties of the job are primarily performed in an office environment. However, while performing the duties of this job, the employee is regularly required to sit. The employee may occasionally be required to stand, walk, use hands, tools or controls, reach with hands/arms and readily and effectively communicate. The employee must occasionally lift and /or move up to 100 pounds. Vision abilities required by this job include the ability to effectively see within an office environment, which may include long term computer exposure, and to adjust focus accordingly.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time-to-time as needed and directed by Client.

Stars Staffing Group, LLC. reserves the right to modify, interpret, or apply this job description in any way the company desires. The job description is not an employment contract, implied or otherwise. The employment relationship is considered "At-Will". The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

Stars Staffing Group, LLC. is an Equal Opportunity Employer.