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Location **Montana**
<https://www.genclassifieds.com/x-583997-z>

seeking a qualified Apartment Manager / Maintenance person capable of maintaining established standards. Applications are being accepted now. The best applicant will:

- Have manual dexterity and mechanical aptitude
- Capable of strategic thinking, ability to solve different types of problems
- Have consistent and reliable carpentry knowledge
- Be a very thorough, detail oriented person
- Have good leadership and communication skills
- Be able to follow precise instructions
- Be a trustworthy, honest and reputable person
- Have flexibility and no encumbrances that prevent living and working on site

This position is great for a retired person or couple as it is PART TIME!

The AMM responsibilities will include monitoring the building and grounds to make sure everything is in good working order, looks clean and well-maintained, that tenants are abiding by the rules and to keep things running smoothly. AMM may interact with and interview potential tenants to discuss leasing and property rules, collect rent, arrange needed repairs, answer concerns from tenants, ensures that work orders are responded to promptly and professionally, make sure the building complies with applicable health and safety rules and regulations, as well as applicable local, state, and federal laws and be responsible for purchasing and budget issues.

AMM often must speak to and work directly with tenants to keep them satisfied, as well as work to get new tenants, answer questions and hire workers. AMM may have to work out details with potential tenants, put bids out for work or service from contractors, and deal with people in the community. Good communication, discretion, confidentiality and customer service skills are key.

AMM will have duties related to the cleaning and sanitation of the building tasks for tenants. Responsibilities will include collecting rent, solving problems with tenants, apartment repairs, fixing electrical switches, unit locks, drains, gas leaks, water, replacing appliances, etc. AMM will also perform regular preventive maintenance tasks to make sure the building is safe for individual tenants doing their daily lives and the building is safe.

AMM should have High School Diploma as minimum requirement. Computer literacy (internet, email, Word and Excel) is helpful, although not initially required. The ability to read and comprehend repair manuals, blueprints, and order parts is a necessity. It is recommended that AMM have training in woodworking, shop and related subjects and be willing to participate in employer sponsored training. AMM should have prior work experience in carpentry, plumbing, electrical systems, HVAC, irrigation and general maintenance skills. AMM should know how to use and have safe records of work experience with power tools such as electric drills, saws, and electronic testing devices.



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Applicants agree to successfully complete a criminal background check and drug testing. We are an Equal Opportunity Employer.

All qualified applicants should apply by emailing their resume, including wage desired, to relay link above. No phone calls.