Property Maintenance Technician

Position Summary

Midtown is seeking a highly motivated, service-oriented Property Maintenance & Operations Coordinator to support the daily monitoring, maintenance oversight, and operational management of Midtown-owned and maintained properties.

This field-based position is responsible for conducting routine inspections, documenting conditions, minor irrigation repairs, coordinating maintenance repair activities, and oversight of contracted service providers. The ideal candidate is organized, detail-oriented, and capable of managing multiple priorities and multiple properties while maintaining a strong customer service mindset and positive relationships with residents, stakeholders, vendors, and community partners.

Success in this role requires excellent time management, independent decision-making, proactive communication, the ability to identify issues and coordinate timely solutions that support the overall appearance, functionality, and quality of Midtown assets.

Key Responsibilities

Maintenance Oversight & Vendor Management

- Monitor the performance of contracted maintenance providers to ensure services are completed according to contractual requirements and established schedules.
- Verify completion of landscape maintenance, irrigation inspections, debris removal, trash collection, and other contracted services.
- Coordinate maintenance and repair activities with contractors and vendors.

General Maintenance Coordination

- Perform routine maintenance jobs and repairs, including replacing lighting, plumbing, HVAC filters
- Inspect various parts of buildings, including plumbing and electrical systems, to ensure they’re functioning correctly
- Conduct routine field inspections of assigned parks, streetscapes, affordable housing parcels, and other Midtown-owned assets.

Irrigation System and Inspection

- Inspecting and testing irrigation systems to identify and resolve problems
- Troubleshoot and repair problems with irrigation systems leaks and valves.

- Regular checking water pressure and performing routine maintenance on irrigation systems to ensure efficient operation.

Affordable Housing Property Monitoring & Inspections

- Maintain a consistent presence throughout the service area to monitor property conditions and identify maintenance concerns.
- Identify deficiencies and ensure issues are documented and communicated appropriately.
- Monitor fencing conditions across assigned properties.

Documentation & Reporting

- Maintain accurate records of inspections, maintenance concerns, repairs, and operational activities through written reports and photographs.
- Provide timely updates to management regarding operational concerns and service needs.

Area-Specific Responsibilities

Parks and Open Green Spaces

- Conduct daily park inspections and report maintenance concerns.
- Monitor playground equipment, lighting, furnishings, irrigation systems, and other park amenities.
- Verify landscape maintenance activities including mowing, edging, weed control, litter removal, trash receptacle servicing, and dog waste station maintenance.
- Monitor overall park cleanliness and appearance.

Legacy Streets & Streetscape Assets

- Conduct routine inspections of streetscape and legacy improvement projects.
- Identify and report damaged or malfunctioning infrastructure including lighting, benches, irrigation systems, and other public amenities.
- Verify contractor performance related to landscape maintenance and debris removal.

Additional Responsibilities

- Support emergency response, weather-related inspections, and other operational needs when required.

Qualifications

- Strong organizational and time-management skills with the ability to prioritize multiple tasks and service requests.
- Irrigation system experience preferred. Willingness to obtain irrigation system certification accepted.
- Experience in property maintenance, facilities management, landscape operations, construction, inspections, or a related field preferred.
- Ability to work independently with minimal supervision while maintaining a high level of accountability.
- Valid Texas driver's license and ability to travel throughout the service area daily.
- Ability to walk properties, work outdoors in varying weather conditions, and perform light physical work efficiently.

Schedule

- Monday through Friday
  7:30 AM – 4:00 PM
- Additional hours may be required periodically to support special projects, operational needs, inspections, or emergency response activities.

Salary and Benefits

- Competitive salary commensurate with experience
- 401k
- Employer-paid medical insurance
- Dental insurance available
- Paid vacation and sick leave
- Ten paid holidays plus one floating holiday
- Employer-provided parking
- Professional, collaborative, and mission-driven work environment

Submit Resume

If you are a collaborative leader who is passionate about public service, community partnerships, and improving neighborhood safety, we encourage you to apply and become part of Midtown's mission to create a safe, welcoming, and thriving community. Please send your resume to Rena Leddy at Rleddy@midtownhouston.com