

REEP Residential

Assistant Maintenance Technician – Job Description

Location: On-Site

Job Type: Full-Time

FLSA Status: Non-Exempt (Hourly)

Reports To: Lead Maintenance Technician / Community Director

Position Summary

The Assistant Maintenance Technician supports the Lead Maintenance Technician in maintaining the physical condition, safety, and overall appearance of the assigned residential community. This role assists with service requests, preventative maintenance, make-ready turns, and general repairs to ensure the property meets REEP Residential standards and delivers a positive resident experience.

I. Maintenance Support Responsibilities

- Assist in completing work orders in a timely and professional manner.
- Perform basic plumbing, electrical, appliance, carpentry, and general repair tasks.
- Support make-ready unit preparation including cleaning, repairs, and inspections.
- Conduct routine property inspections to identify maintenance needs.
- Participate in preventative maintenance programs.

II. On-Call Participation

- Participate in the property's scheduled on-call rotation as assigned.
- Respond promptly and professionally to after-hours emergency maintenance requests.
- Communicate effectively with residents and supervisors regarding emergency situations.
- Ensure company response time and service standards are met during on-call shifts.

III. Team & Resident Support

- Communicate effectively with residents regarding service requests.
- Maintain a professional and customer-service-oriented attitude.
- Assist the Lead Maintenance Technician in prioritizing daily tasks.

IV. Safety & Compliance

- Follow OSHA and company safety guidelines.
- Properly handle tools, equipment, and hazardous materials.
- Maintain accurate maintenance records and documentation.
- Promote a safe working environment for team members and residents.

Performance Expectations

- Complete service requests within established company timelines.
- Support efficient make-ready turnaround times to help achieve occupancy goals.
- Maintain high standards of workmanship and property appearance.
- Demonstrate reliability, accountability, and teamwork.

Core Qualifications

Education: High School Diploma or GED required.

Experience: 1–3 years of maintenance experience preferred.

Certifications: EPA certification preferred; HVAC certification preferred; willingness to obtain required certifications.

Physical Requirements

- Frequently lift and/or move up to 75 pounds.
- Climb ladders and stairs regularly.
- Stand, bend, kneel, crouch, and reach for extended periods.
- Work in confined spaces and elevated areas.
- Work in indoor and outdoor environments in varying weather conditions.

Employment At-Will: Employment with REEP Residential is at-will. This means that either the employee or the Company may terminate the employment relationship at any time, with or without notice, and with or without cause, subject to applicable law. Nothing in this job description shall be interpreted as creating a contract of employment.

REEP Residential is an Equal Opportunity Employer. This job description is not intended to be an exhaustive list of duties. Management reserves the right to modify responsibilities as needed.