



Maintenance Technician Job Description

Job Title: Maintenance Technician

Department: Maintenance

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt (eligible for overtime)

SUMMARY:

The Maintenance Technician's is responsible to work with the Maintenance Supervisor to ensure and coordinate the safety, maintenance, equipment, and overall needs of the apartment community. Maintenance Technician must have a minimum of three years' experience in the multi-family apartment industry or an equivalent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Prioritizes and completes incoming work orders and addresses each in a timely manner
- Responsible for the completion of all maintenance service requests assigned on a daily basis
- Works closely with property management team to ensure that inventory includes the required equipment, materials, supplies and services to meet needs
- Completes the make-ready process for vacant apartments as outlined in the Make Ready Checklist and per the instruction of the Maintenance Supervisor
- Ensures all repairs are made pursuant to the Uniform Physical Conditions Standards (UPCS)
- Assists in monitoring all work performed by outside contractors

- Updates management promptly, with any pertinent work-detail, and assists in the preparation and maintenance of files, records and reports on maintenance operations in an accurate and timely manner
- Follows all directives given by Maintenance Supervisor or company management which may include trash pickup, curb cleansing, routine landscape maintenance, trash-outs, and associated cleaning work
- Ensures that all work performed is in compliance with local, state and federal regulations including lead base paint and asbestos abatement
- Occasionally assesses and repairs items, within the confines of tight/difficult to reach areas, as crawl-spaces, basements and attic-areas of apartment buildings
- Documents and logs resident complaints and owner damage claims, advising parties of results
- Follows all established safety/security procedures and standards
- Responds to after-hours and weekend emergency calls in accordance with company policy and procedures
- Accountable for consistent adherence to company standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of company materials, supplies, resources, and other assets
- Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload

EDUCATION and/or EXPERIENCE:

Education and experience include, but may not be limited to:

- High School graduate (or GED) and possess a vocational technician certification beyond high school or an equivalent combination of technical training and experience
- Three (3) years' experience or training in building construction or maintenance. Preferably licensed in one or more of the trades
- Thorough knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, HVAC, and electrical repairs, and household appliances
- HVAC/EPA Certified. Universal Certification is preferred
- Skilled in one or more trade crafts and general knowledge of all maintenance crafts
- Skilled in the use of common hand tools, power tools and test equipment
- Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work
- Ability to read shop drawings, specifications, schematics, and technical documents as appropriate
- Ability to understand and ensure company compliance with Uniform Physical Conditions Standards (UPCS)
- Must be able to use a computer to write reports and use property management software
- Ability to be covered under a fidelity bond

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Should be comfortable using Word, Excel, and email.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 35 pounds, and climb stairs easily on a multi-terrain property. Outdoor conditions will impact the majority of job tasks; must be able to withstand various temperatures and conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Minimal need (0% to 5% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS:

A Maintenance Technician must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.