



Maintenance Technician

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt

Summary: Responsible for performing all maintenance and repair for property buildings to preserve structural and physical integrity.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Completes work orders by applying knowledge of building operating systems such as HVAC, security and sprinkler systems, fire alarms, plumbing, heating, electrical and any other related setup to perform maintenance, preventive maintenance and/or repairs.
2. Apply proper construction and maintenance techniques and ability to use power and hand tools to perform repairs/ maintenance/renovation including:
 - a. Vinyl floor covering
 - b. Wall Molding
 - c. Caulking
 - d. Countertops and cabinets
 - e. Window screens and blinds
 - f. Interior and exterior doors
 - g. Electrical circuits, receptacles, breakers, switches and fuses
 - h. Light fixtures
 - i. Appliance (ie. Stoves, refrigerators, washers & dryers, and fuses)
 - j. Toilets, sinks, vanities, disposals, drains, and sewer lines
 - k. Minor drywall damage
 - l. Sub-flooring, insulation, wall studs and floor joists
 - m. Gutters, down spouts
 - n. Interior/Exterior painting
 - o. Rodent control
3. Work mandatory overtime, on a rotating schedule, responding to service calls after hours under any adverse working conditions, and make informed and accurate decisions.
4. Assist contractors in the performance and completion of their work.
5. Identify and report unusual or hazardous situations to management to preserve the structural integrity of the building.
6. Maintain building interior by painting, cleaning and performing other necessary upkeep duties as scheduled.
7. Respond to complaints in a professional manner as appropriate.
8. Monitor maintenance/repair related supplies and report needs to management.
9. Maintain equipment, supplies and company vehicle in good working order.
10. Assist Property Manager with eviction processes and any other resident related requests.
11. Assist Grounds staff with snow removal. Work overtime when required to ensure all snow is removed in accordance with state statutes.
12. Follow job related safety regulations as prescribed by training guidelines.
13. Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School Diploma or G.E.D.
Type I and II CFC Certification for HVAC Preferred
ACCA Certifications – Refrigerant Transition & Recovery
Asbestos Training
1-2 years of Maintenance experience at an apartment complex

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form. Ability to understand and apply Fair Housing regulations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 to loud. This position requires the individual to work outside in all weather climates. Position is exposed to fumes or airborne particles, toxic or caustic chemicals. This position has a risk of electrical shock, works with moving mechanical parts, and will encounter vibration from machines.

Physical Demands:

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and talk or hear. The employee is regularly required to sit. The employee is frequently required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

A valid Driver's License is required for this position (unless otherwise specified in offer letter).

I, _____, have read and understand all job duties listed above. By signing below I am stating I understand the job duties expected of the position I hold, and I believe I possess the skills necessary to perform the

responsibilities. I also understand that if I purposely do not complete the tasks listed above, that it could lead to disciplinary action, up to and including termination.

Employee Signature

Date

Print Name