



Maintenance Technician Description

Position Summary

We are seeking a Full-Time Maintenance Technician to join our team! The successful candidate should be organized and have a strong maintenance background. As a Maintenance Technician, you are the foundation for maintaining a clean and safe environment for our residents to be satisfied with our services. Managing the property with care is your utmost responsibility in performing routine maintenance tasks, repairs as needed, make-readies, and the upkeep of all common areas and units. We seek high levels of professionalism and respectful mannered employees to be a part of our team.

Duties & Responsibilities

- Conduct all business in accordance with company policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other laws pertaining to apartments.
- Must be knowledgeable of pertinent laws and EPA and OSHA regulations governing proper storage and management of hazardous materials, including solvents, flammables, caustics and freon.
- Must be aware of the condition of apartment property throughout the community and immediately initiates action to correct unsafe conditions; e.g., broken gates leading to the pool, broken steps, open holes, broken/burned out exterior lights.
- Schedules and performs routine preventive maintenance on all appropriate equipment as directed by Maintenance Supervisor and Manager. Inspects and maintains all tools in excellent condition.
- Must be aware of all utility meter cut-offs, apartment and fixture cut-offs, sewer cleanouts.
- Performs work area clean-up and safety related duties.
- Responsible for snow removal on their designated property/properties. (Shoveling, salting, snow blowing)
- Ensures that storage areas remain locked when not in use.
- Diagnoses and performs minor or routine maintenance or repair, as directed, involving the following on a daily basis:
 - Electrical and plumbing (including water lines).
 - A/C and heating systems.
 - Appliances (when applicable).
 - Water irrigation systems.
 - Stairs, gates, fences, patios, railings.
 - Tile, carpet, flooring.
 - Roofing, gutters, fasteners.
 - Interior/exterior lights.



- Fireplaces, ceiling fans.
- Gas fixtures and appliances (where applicable).
- Shutters, doors, cabinets, windows, sliding glass doors.
- Boiler, gas and electric.
- Door locks, P.O. boxes and locks.
- Security systems (where applicable).
- Ceiling leaks.
- Walls.
- Pool areas, tile, hot tub/spa, pool furniture.(where applicable)
- Inspects and helps coordinate all needed make-ready repairs and services. Assists make-ready staff as required to meet deadlines.
- Reports all major repairs and need requisitions to senior maintenance technician and manager prior to any expenditure of funds.
- Changes locks and make keys.
- Removes and transfers heavy appliances and equipment from storage area to apartment (or vice versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., to dumpster when necessary.
- Must be knowledgeable of inventory levels of spare parts and supplies and inform senior maintenance technician of shortages.
- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.
- Performs any additional duties assigned by senior maintenance technician and manager.
- Frequently need (33% to 66% of the time) to utilize personal transportation to pick up replacement parts and supplies from vendors. Rotation "on call" status may occasionally require expedient travel to assigned property at a moment's notice. Pick up and deliveries to the corporate office.
- 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.
- Learns and complies with all company safety rules.
- Uses appropriate safety equipment at all times.
- Immediately reports all unsafe conditions to supervisors.
- Must be familiar with all safety features or equipment, machinery, or materials encompassed by job duties.
- Must check with supervisor if there is a question as to the safe procedure to be used for any job function.
- Performs any additional duties assigned by senior maintenance technician and manager.



Requirements

Licensure/Certification/Registration

- Valid driver's license and automobile insurance coverage.
- High School Diploma or Equivalent (College Degree or Coursework Desirable)

Specialized Skills & Knowledge

- Prior Maintenance Experience Required (vocational, technical, or trade education preferred)
- Ability to Work On-Call Shifts
- Owns Personal Tools & Reliable Vehicle (driver's license required)
- HVAC Certification & Experience Preferred
- Plumbing Skills
- Electrical Skills
- Carpentry Skills
- Required to wear back support belt, wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.
- Must be able to work in a fast-paced and customer service-oriented environment 8.
- Performs duties under pressure and meets deadlines in a timely manner.
- Can work as part of a team.
- High degree of flexibility with the ability to work independently
- Basic understanding of computers and web-based applications.