



## Job Description

### **Position Title:** Facilities Maintenance Technician

The Maintenance Technician reports directly to the Maintenance Supervisor. In the absence of the Maintenance Supervisor the Maintenance Technician will report to the Property Manager.

### ROLE AND RESPONSIBILITIES

Responsible for performing routine building maintenance tasks. Performance of building maintenance task in one or more fields (e.g. carpentry; electrical; HVAC, plumbing, painting, etc.) Perform general cleaning. Perform other tasks as assigned.

- Skilled in day to day apartment maintenance
- Must have the ability to work independently with little supervision
- Must be able to work in all weather conditions
- Must be able to lift 50 lbs.
- Must be able to stand, crawl, climb ladders, etc. to complete work assignments
- Must have experience with carpentry, plumbing, basic electrical, HVAC a plus.
- Responsible for the completion of all maintenance work orders as assigned.
- Complete make-ready process of vacant apartment as directed by Maintenance Supervisor
- Work within expense limits established.
- Schedule and complete "Preventive Maintenance" task as assigned.
- Responsible for 24 hour emergency maintenance service as scheduled.
- Carry Cell Phone/Radio as required for on-call maintenance as scheduled
- Complete timely paperwork are requested and/or required
- Maintain professional courteous manner with all residents, vendors, contractors, and fellow employees.
- Assure safety standards are used which comply with all company, local, city, State and Federal Guidelines.
- Ensure compliance of all work related activities are in fair, ethical, and consistent manner.
- Follow established company policies and those outlined in Employee Handbook
- Special Projects and other responsibilities may be requested.



#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Ability to read, write, and understand English.
- Strong communication and interpersonal skills.
- Must be customer service oriented.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to evaluate objectively, fairly, and consistently.
- Ability to use common tools.
- Ability to understand and follow directions as given.
- Must have a high school diploma or GED
- Must be able to pass a criminal background test and drug screening
- Technical school or experience a plus