



## **Maintenance Technician**

### **Job Description**

#### **ROLE AND RESPONSIBILITIES**

Responsible for performing routine building maintenance tasks, unit turnovers, general cleaning as needed, and other tasks as assigned. Strong experience in building maintenance in two or more fields (e.g. carpentry; electrical; HVAC, plumbing, painting, etc.) Highly skilled in day to day apartment maintenance

- 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
- Schedule and complete "Preventive Maintenance" task as assigned.
- Complete timely paperwork as requested and/or required
- Responsible for 24 hour emergency maintenance service as scheduled.
- Carry Cell Phone/Radio as required for on-call maintenance as scheduled
- 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.
- Must have the ability to work independently with little supervision
- Must work within expense limits established.
- Must be able to lift 50 lbs.
- Must be able to stand, crawl, climb ladders, etc. to complete work assignments
- Must be able to work in all weather conditions
- Special Projects and other responsibilities may be requested.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to read, write, and understand English.
- Technical school or experience a plus
- 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
- Must be available for 24 hour emergency on-call.