POSITION: MAINTENANCE TECHNICIAN

REPORTS TO: MANAGER

The purpose of this job description is to communicate the responsibilities and duties associated with the position of MAINTENANCE TECHNICIAN. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling company objectives.

It is imperative that you review these duties, skills and physical requirements closely and that you understand that by signing the Job Description Acknowledgment, you are verifying that you can perform all the duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

JOB BRIEF: The MAINTENANCE TECHNICIAN is to assist the senior maintenance technician in maintaining the physical integrity of the community. This involves insuring a safe, secure, and comfortable living environment for residents, visitors and staff. The MAINTENANCE TECHNICIAN will carry out assigned duties in a safe manner and other duties as requested by the senior maintenance technician. In the absence of the senior maintenance technician, the MAINTENANCE TECHNICIAN will assume all maintenance responsibilities.

DUTIES AND RESPONSIBILITIES

Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

PREVENTIVE MAINTENANCE/SAFETY

- 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.

- Constantly 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 senior maintenance technician and manager. Inspects and maintains all tools in excellent condition.

- Be aware of all utility meter cut-offs, apartment and fixture cut-offs, sewer cleanouts.

- Performs work area clean-up and safety related duties.

- Ensures that storage areas always remain locked when not in use.
GENERAL

- Diagnoses and performs minor and routine maintenance/repair, as directed, involving the following on a daily basis:
  - Electrical and plumbing (including water lines)
  - A/C and heating systems
  - Appliances
  - 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
  - Controlled access systems (where applicable)
  - Ceiling leaks
  - Walls
  - Pool areas, tile, jacuzzi, pool furniture

- 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.

- Change locks, rekey and make keys.

- Removes and transfers heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in liens, moving abandoned furniture, appliances, etc., to dumpster when necessary.

- Be knowledgeable of inventory levels of spare parts and supplies; weekly inform senior maintenance technician of shortages.

- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels, power washes and picks up trash as circumstances warrant.

- Performs any additional duties assigned by senior maintenance technician and manager.

QUALIFICATIONS

Position requires at least 3 years experience in property maintenance or equivalent field.

Work Hours:
40 hours per week. Weekends as circumstances warrant; on-call on a rotating basis and for emergencies.

Equipment Requirement:
Required to wear back support belt, wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.
Equipment/Machinery/Tools:
An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools: Various wrenches, hammers, grips, saws, sledgehammers, snips, posthole diggers, etc.

Power Tools: Wrenches, grinders, sanders, drills, saws, etc.


Mechanical Equipment: Motors, pumps, compressors, blowers, electric and hand power augers, etc.

Measuring Devices: Calipers, voltmeters, ohmmeters, testing meters, PH tests, gauges, etc.

PHYSICAL REQUIREMENTS

- Constant need (66% to 100% of the time) to be on feet.

- Have constant need (66% to 100% of the time) to perform the following physical activities:
  
  Bend/Stoop/Squat/Kneel  Perform routine maintenance/repairs, pick up tools and needed equipment.
  Climb Stairs  Service requests, make-ready needs for 2nd and 3rd floor apartments.
  Push or Pull  Move equipment, appliances, open and close doors, etc.
  Reach Above Shoulder  Perform routine maintenance/repairs, stock and remove equipment, parts, etc.
  Climb Ladders  Perform routine maintenance/repairs.
  Grasp/Grip/Turning  Handle tools and equipment, perform routine maintenance/repairs.
  Finger Dexterity  Handle tools and equipment, perform routine maintenance/repairs.

- Constant need (66% to 100% of the time) to perform the following physical activities:

  Writing: Inventory maintenance, requisition requests, required maintenance reports.

- Lifting/carrying (supplies, replacement parts, ladders, etc.):

  Over 150 lbs.  Rare need (less than 1% of the time)
  75 - 150 lbs.  Occasional need (1% to 33% of the time)
  25 - 75 lbs.  Frequent need (33% to 66% of the time)
  1 - 25 lbs.  Constant need (66% to 100% of the time)

NOTE: Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include washer/dryers, refrigerators, A/C units, abandoned sofas, etc.
VISION REQUIREMENTS

- Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from staff and residents. Constant need to see small detail when performing routine maintenance duties.

- Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach (oversee assistants, observe problems throughout the property).

HEARING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate with assistants, office staff, vendors and residents. Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS

- Constant need (66% to 100% of the time) to verbally communicate with assistants, office staff, vendors and residents.

DRIVING/TRAVELING REQUIREMENTS

- Frequent 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 moment's notice. Pickups and deliveries to the corporate office.

- Must have valid driver's license and automobile insurance coverage.

WORKING ENVIRONMENT

- Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

- Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

- Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT

- 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.