



## JOB DESCRIPTION

<b>Position: Maintenance Technician</b>	<b>Shift: 1st</b>	<b>Created on: 10/27/17</b>
<b>Reports to: Ticket Supervisor; Make Ready Supervisor</b>	<b>Classification: Hourly Non-Exempt</b>	<b>Revision Date:</b>

### SUMMARY:

Maintains the operation upkeep and safety of properties, which consist of buildings and grounds.

### ESSENTIAL JOB FUNCTIONS:

- Reports to Ticket Supervisor when assigned to work order detail.
- Performs maintenance or repair as per assigned work orders within specified time frame including but not limited to:
  - Electrical and plumbing (including water lines).
  - A/C and heating systems.
  - Appliances.
  - Stairs, gates, fences, patios, railings.
  - Tile/carpet/flooring repairs.
  - 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.
  - Changes door and other locks; cuts keys as needed.
  - Security systems (where applicable).
  - Ceiling leaks.
  - Walls.
  - Pool areas, tile, hot tub/spa, pool furniture.
- Uses assigned electronic equipment and software to maintain and update assigned work order tickets.
- Maintains all site equipment in excellent condition and operate in accordance with operator's manual or guidelines.
- 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.
- Reports to Make Ready Supervisor when assigned to make ready detail.

### NON-ESSENTIAL JOB FUNCTIONS:

- Performs work area clean-up and safety related duties.
- Ensures that storage areas remain locked when not in use.
- Completes work on assigned make-ready within given timeframe outlined by supervisor.
- Follows proper procedure regarding inventory and equipment check out.
- Monitor inventory levels of spare parts and supplies. Inform maintenance supervisor of shortages.



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- Reports unsafe conditions to their supervisor or office when applicable (e.g. broken steps, open holes, broken/burned out exterior lights, etc.)
- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.
- Performs any additional duties assigned:

### **COMPETENCIES:**

#### **Interpersonal Effectiveness**

Collaborating - Working cooperatively with others to help a team or work group achieve its goals.

Communication - Conveying information and ideas clearly and concisely to individuals or groups in an engaging manner that helps them understand and retain the message; listening actively to others.

#### **Personal Effectiveness**

Adaptability - Maintaining effectiveness when experiencing major changes in work responsibilities or environment (e.g., people, processes, structure, or culture); adjusting effectively to change by exploring the benefits, trying new approaches, and collaborating with others to make the change successful.

Quality Orientation - Accomplishing tasks by considering all areas involved, no matter how detailed; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

#### **Business/Management Skills**

Customer Orientation - Placing a high priority on the (internal or external) customer's perspective when making decisions and taking action; implementing service practices that meet the customers' and own organization's needs.

Managing Work - Effectively managing one's time and resources to ensure that work is completed efficiently.

Safety Focus - Identifying and improving conditions that affect own and others' safety; upholding safety standards.

#### **Technical/Professional Knowledge and Skills**

Technical/Professional Knowledge and Skills - Having achieved a satisfactory level of technical, functional, and/or professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise; leveraging expert knowledge to accomplish results.



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### **EDUCATION/EXPERIENCE:**

High school diploma or general education degree (GED) or a minimum of 2 years related experience/training or equivalent combination of education and training.

### **PHYSICAL DEMANDS:**

This position requires lifting a minimum of 50 pounds, frequent walking, squatting bending and kneeling.

Employee is frequently required to stand; use hands to grasp and feel and reach with hands and arms. The employee frequently is required to walk, climb, bend, balance, kneel, sit and crawl. or crawl. The employee must frequently lift and/or move a minimum of 50 pounds alone. A team lift may be required to move and/or lift more than 50 pounds.

### **WORKING ENVIRONMENT:**

This position requires the ability to work outside and in weather conditions with varying temperatures.