



## JOB DESCRIPTION

<b>Position:</b> Maintenance Technician	<b>Category:</b> Regular, Full Time	<b>Grade:</b> 2	<b>EEO-1 Category:</b> 7
<b>Reports to:</b> Director, Maintenance or Property Manager	<b>FLSA Status:</b> Non-Exempt (Hourly)	<b>Created on:</b> 3.9.18	<b>Revised on:</b>

### SUMMARY:

Maintains the operation upkeep and safety of properties.

### ESSENTIAL JOB FUNCTIONS:

- Reports to Ticket Supervisor when assigned to work order detail.
- Participates in the on-call rotation to address off-shift maintenance issues.
- Performs maintenance or repair including but not limited to flooring, electrical, plumbing, roofing, appliances, security systems.
- 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.
- Assists with snow removal as needed.

### 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.
- 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



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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.

### **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:**

Frequently climbs ladders to perform routine maintenance/repairs; Frequently grasps and Turns to handle tools and equipment, perform routine maintenance/repairs; Frequently uses finger dexterity to handle tools and equipment, perform routine maintenance/repairs; Frequently writes for inventory maintenance, requisition requests, required maintenance reports.

Bends/stoops and squats to perform routine maintenance/repairs, pick up tools and needed equipment; Climb stairs to service requests and make-ready needs apartments; Pushes or pulls to move equipment, appliances, open and close doors, etc. Frequently reaches above shoulder. Lifting and carrying of weights exceeding 50 lbs. is to be accomplished with assistance from one or more persons.



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### WORKING ENVIRONMENT:

This position requires the ability to work outside and in weather conditions with varying temperatures; Frequently works around loud noises produced by equipment.

*\*This job description is subject to change at any time.\**

**Employee Name (PLEASE PRINT):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_