

JOB TITLE: MAINTENANCE TECHNICIAN

The Maintenance Technician reports directly to the Property Manager or the Lead Maintenance Technician. It is essential that the Maintenance Technician report to work at his/her regularly scheduled work hours. The Maintenance Technician must be able to “walk” the property on a regular and as-needed basis in order to perform his or her job duties. The Maintenance Technician must have the physical capability to walk all around the property (including stairs), lift heavy items, and otherwise perform a variety of physical tasks. The duties of this position include, but are not limited to the following:

General Responsibilities

The Maintenance Technician is responsible for the prompt and efficient performance of all tasks assigned by the Property Manager or the Lead Maintenance Technician and for continuous self-improvement of skills and expertise. A willingness to accept and follow the directions of others is required, as is a working knowledge of HVAC systems, various appliances, stoves, dishwashers, disposals and refrigerators. Some familiarity with electricity, plumbing and carpentry is also required.

Specific Responsibilities

1. Observe the condition of the apartment complex including buildings, grounds, tenant units, and all other facilities. Perform the maintenance/ repair/ improvement of same as directed by the Property Manager.
2. The Maintenance Technician must maintain a valid driver's license.
3. Maintain a professional image and attitude in keeping with the objectives of the company and the resident's welfare.
4. Reporting to the Property Manager each morning, and as requested, for work assignments.
5. Advising the Property Manager of maintenance problems and of programs designed to solve them.
6. Satisfying service requests promptly (within twenty-four hours) and efficiently. If unusual circumstances make this impossible, the resident must be informed of the reasons for the delay.
7. Informing the Property Manager of needed parts and supplies.
8. Making recommendations to the Property Manager for the purchase of supplies, equipment and services. The Maintenance Technician will maintain an inventory of frequently used parts and replacement items, and will order to re-stock inventory on the first of each month in accordance with amounts and items approved by the Property Manager.
9. Meeting daily with the Property Manager and giving daily written reports of work completed, including all service requests and inspections sheets.
10. Leaving notices in resident's apartments which state reasons for entrance and an explanation of any work performed.
11. Performing make-ready tasks in turnover units as directed.
12. Keeping a permanent record of the service requests received.
13. Observing the condition of any occupied apartment entered and reporting unusual circumstances to the Property Manager; for example, uncleanliness, size and number of pets, appearance of floors, appliances, walls, light fixtures, etc.
14. Overseeing the maintenance of exterior lighting, gutters, down-spouts, roofs and flashing, roadways, walks, swimming pools, laundry facilities, recreation areas, building and grounds.
15. Knowing the location of all water, gas and power turnoffs, clean-out traps, fire hydrants, and fire extinguishers. Having available the telephone numbers of the police, ambulance service, fire department, power, gas and water companies.
16. Establishing and executing a regular preventive maintenance schedule for cleaning of furnaces and A/C coils, oiling motors and circulating pumps, exterior painting, changing of filters, replacing of light bulbs in public areas, maintaining swimming pool and pump rooms, and the water heating equipment, boiler rooms and chiller equipment.
17. Knowing current condition of all vacancies.
18. Keeping accurate and up-to-date inventory of tools and supplies.
19. Stripping any discarded appliances or equipment of any usable parts.
20. Recording the serial numbers of appliances in each apartment.
21. Maintaining a clean, orderly, secure workshop.

- 22. Assuming on-call duty as assigned.
- 23. Attending all instructional classes conducted by the Property Manager.
- 24. Picking up any trash observed on the property while performing normal duties.
- 25. Policing of the property and dumpster areas morning, evening and on weekends.
- 26. Thinking and working safely.

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- 27. Strictly observing company policy with regard to service requests, Budget Control sheets, and Purchase Order policies and procedures.
- 28. Work hours are set by the District Manager. Scheduled work hours are _____ a.m. to _____ p.m. NO CHANGE WITHOUT SUPERVISOR'S APPROVAL.

In addition, the Maintenance Technician will perform all other duties as may be assigned by the Property Manager or other supervisors.

Maintenance Technician's Signature

Printed Name

Date

Property Manager's Signature

Printed Name

Date