

## **POSITION DESCRIPTION**

### **Maintenance Technician**

Reports To: Property Manager

#### **POSITION SUMMARY**

Responsible for the proper and timely completion of a wide range of routine maintenance-related tasks. This is a classification for journeyman-level type skills in the maintenance of buildings and equipment. This position will have considerable tenant contact because of the source of many work orders. Duties include those requiring the performance of semi-skilled activities such as appliance repair, carpentry repair, electrical repair, mechanical repair, and plumbing repair.

#### **ESSENTIAL FUNCTIONS**

*Duties and responsibilities include, but are not limited to the following:*

Must practice safety precautions and be safety conscious at all times

Performs repairs and preventative maintenance work on property units and buildings including painting, masonry, plumbing, carpentry and electrical work

Make ready vacant units prior to new resident moving in

Performs ground maintenance, including cleaning of common areas, and ensures grounds are well maintained and free of debris and litter.

Informs Property Managers and Maintenance Director of any issues observed in housing units

Repairs and installs office furniture, repair or install window shades/curtains, repair and hang screens, install various hardware, and fixtures

Inspects units for preventive maintenance needs, notes and makes needed repairs

Utilizes a wide range of powered and non-powered hand tools including, drills, sanders, sewage line cleaners, power saws, hammers, pliers, screwdrivers, wrenches, and volt-ohm-amp meters

Operates and makes all installations and repairs in accordance with local, state and national codes

Responsible for company tools, maintenance supplies and property inventory

Must be available for On- Call work at night and on weekends as required per schedule

Maintains a positive and courteous attitude at all times when dealing with residents

Performs miscellaneous maintenance related tasks for a variety of situations as directed by the Director of Maintenance

Performs other duties as may be assigned by Director of Maintenance

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles, practices, tools and materials used in one or more building trades (i.e. carpentry, plumbing, painting, masonry, heating or electrical trades).

Skilled in the use and care of common hand tools required in building, equipment maintenance and construction work.

Ability to perform maintenance and repairs in one or more trades; ability to install electrical and gas appliances

Ability to follow oral and written instructions

Ability to perform tasks requiring moderately heavy manual work

Ability to establish and maintain effective working relationships with other employees, tenants and the general public

**PHYSICAL REQUIREMENTS**

Employees in this category must be able to lift and carry 80 to 90 lbs, load/maneuver heavy equipment. Must have normal range of motion and be able to kneel, bend, stoop, climb, sit or stand for extended periods of time. Must be able to work at heights and in confined spaces.

**EDUCATION AND EXPERIENCE**

Possession of a high school diploma or equivalent and two years of experience in skilled building and equipment maintenance work is required. Any equivalent combination of education and experience will be considered. Must possess a valid State of Florida Driver's license