



Position Title: Maintenance Technician

Reports To: Executive Director | Property Manager

Status: Full-Time (Non-Exempt)

Job Overview

The Maintenance Technician is responsible for maintenance of equipment, machinery, buildings and other facilities. The candidate for this position must provide clean, sanitary, comfortable, orderly and satisfying surroundings for the residents, employees and the public.

Essential Function

- Complete general work order repairs
- Maintain all exits and sidewalks to ascertain they are passable
- Maintenance is responsible to maintain the grounds at the complex
- Maintain the trash rooms daily
- Assist with completing apartment inspections
- Complete Preventative Property Maintenance
- Purchase and/or pick up maintenance supplies when in need.
- Install and Uninstall Air Conditioners for the tenant upon a work order request.
- Work/assist contractors when they are on-site
- Painting as requested
- Complete Unit Turnovers
- Install cabinetry, countertops, toilets, showers/ baths, and vanities as needed.
- Be aware of and comply with contract requirements and tenants' needs such as security and safety.
- Attend trainings and conferences as requested.
- Promote Jefferson Village's Mission and adhere to policies, procedures and guidelines as defined by Jefferson Village and HUD.
- Maintenance will handle any other duties assigned by management.
- Perform daily property walk-through making note of necessary work to be done.

Contacts with Others

- Communicate staff performance concerning major job expectations.
- Become familiar with and stay informed about facilities and other applicable best practices.
- Handle all customer/tenant contacts with the utmost professionalism.



Required Skills/Abilities:

- The person in this position functions successfully with limited supervision.
- The person in this position can work independently, take initiative and prioritize multiple assignments with attention to detail and deadlines in a high volume, stressful environment.
- The person in this position can establish effective relationships and work in a team environment to meet team and company goals.
- The person in this position has good written and verbal communication skills, possesses an ability to get along with others.
- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the facility clean and orderly.
- Ability to interact with staff, tenants, and visitors while remaining professional, polite, and courteous.
- Must be able to stand continuously and walk frequently.
- Must demonstrate the ability to safely climb and perform duties on ladders occasionally
- Must demonstrate the ability to climb stairs frequently
- Must have the ability safely move and lift items frequently.
- Must be able to lift and place 50 lbs. unassisted, at chest height occasionally
- Must be able to push a dolly or cart unassisted, with a 100 lbs. load on it for a distance of 100 ft on a flat surface and up a 10 ft long ramp with a total rise of 24" occasionally.
- Must be able to sustain customary workloads in temperatures between 10°F and 80°F, wearing customary clothing for up to 30 minutes each hour during a working shift.
- Must comply with all company safety directives such as wearing a hard hat when requested.

Education & Experience

- High school diploma or equivalent required.
- Two years' maintenance experience
- Current Driver's License
- Must pass a background check.

Position/Hours

This is a full-time position with 35 hours weekly. Days and hours of work are Monday through Friday, between the hours of 7:30 a.m. to 4 p.m. However, the positions require overnight on-call duty and the ability to work during nonstandard hours when the need arises.



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Other duties as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All employees are employees "at will."

I accept the position as outlined above and have read and understand the above job description.

Signature

Date

Management

Date