

## **MAINTENANCE TECHNICIAN**

The maintenance technician should provide the first line of service to tenants, respond to service requests and either make the repair (minor carpentry, plumbing, roof repairs, electrical etc.) or request subcontractor help as needed and approved by the Property Manager.

Responsibilities include but are not limited to:

- Responsible for keeping properties in top-notch physical condition, inside and out.
- Evaluate and repair plumbing, electrical, basic drywall, and basic HVAC.
- Troubleshoot HVAC and take appropriate action.
- Troubleshoot and repair all common area interior and exterior items such as: landscaping, roof leaks, metal repairs, door repairs, light and ballast replacement, etc.
- Conduct property inspections as scheduled.
- Interact with Tenants on a regular basis.
- Process paperwork consisting of maintenance requests and follow-up, truck logs, purchase orders, etc.
- Respond and react to email in a timely manner.
- Be aware of major project budgets and timetables (in association with the Property Manager).
- Interact directly with the grounds crew to review any questions or issues, purchase order problems, property situations, pending and ongoing projects, etc.
- Other duties as assigned.

### **REQUIRED EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent.
- Ability to read, understand, and follow verbal and written instructions.
- Prior property maintenance experience preferred.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to work independently and follow instructions regarding priorities of tasks and functions.
- Need the ability to work with others and communicate to fellow team members proactively.
- Basic knowledge of Outlook with ability to utilize email, calendar, and tasks.
- Frequent lifting of supplies and equipment.
- Ability to lift/carry up to 50 pounds.
- Frequent reaching, stooping, bending, and kneeling.
- Extensive standing and walking.
- Must have a valid driver's license and clean driving record.
- Pre-employment background check and drug screening will be required.