

## **Maintenance Technician**

**Reports to: Maintenance Supervisor/Property Manager**

**Date written/revised: 7/26/2023**

**FLSA: Non-Exempt**

**Position Overview:** The Maintenance Technician is responsible for performing highly diversified duties to install, troubleshoot, repair, and maintain our communities. The Maintenance Tech must carry out these responsibilities according to safety standards, predictive and productive maintenance systems, and processes to support the achievement of the site's business goals and objectives. This position interacts directly with our residents and must have a customer centric mindset.

### **Key Responsibilities (Essential Duties & Functions):**

- Carry out responsibilities of electrical, carpentry, plumbing, appliance repair, painting, and other typical apartment repairs.
- Support the Maintenance Supervisor with daily work orders, unit turns, preventative maintenance, and any other duties assigned.
- Adhere to the dress code as established by management
- Use proper protective equipment when necessary and follow safety procedures.
- Complete work orders electronically and manually.
- Ability to maintain and upkeep maintenance shop for inventories on parts, tools, and supplies.

### **Requirements/Qualifications:**

- Two years of experience in resident maintenance and HVAC Certification preferred
- Knowledge in the areas of carpentry, plumbing, appliance, electrical, and other typical apartment repairs.
- Strong communication skills in order to effectively interact with residents, clients, team members, and other business contacts, respond courteously to questions and requests, and stay calm when addressing and resolving customer problems.
- Dependability and reliability in following through with responsibilities
- A valid state driver's license and current insurance.
- Must be available for emergency on-call rotation as required.

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