



Maintenance Technician

Summary

Under the supervision and at the direction of the Property Manager, Director of Maintenance and if applicable the Senior Maintenance Technician performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property.

Duties

- Interior and exterior common area upkeep including litter patrol of parking lots, trash enclosures and laundry rooms, community center and carports, and pressure washing of buildings and interior walkways
- Operation of a trash compactor
- Interior painting of units
- Spring/Summer: landscaping including mowing, edging, fertilizing, weeding, bush trimming, shrub bed maintenance & planting, sprinkler repair and swimming pool upkeep, if applicable
- Winter: snow and ice response
- Actively coordinate and participate in turnovers and maintenance requests
- Timely and professional response to ongoing maintenance needs within 24-hour response guidelines
- Timely and professional preparation of vacant apartments in accordance with company standards
- Participation in annual preventative maintenance program consisting of the inspection and follow-up servicing of no fewer than 1/6th of the total number of apartments each calendar month
- Active participation in company sponsored training seminars and technical workshops (estimated 6 to 9 per year)
- For employees living within 15 minutes of the property, participation in after-hours on-call service on a rotating basis; not to exceed 10 days per month

Qualifications

- Minimum of 2 years of maintenance experience
- Property management maintenance experience preferred
- Able to lift up to 75 pounds
- Able to read, understand and follow written instructions
- Ability to complete reports
- Ability to communicate effectively with residents

The above list of job responsibilities is not exhaustive, and you should expect to undertake other tasks that may be reasonably within the scope of this position.

Please print your name, sign and date to indicate receipt of this job description.

Employee Name	Signature	Date