

MAINTENANCE TECHNICIAN

DUTIES AND RESPONSIBILITIES

Conduct all business in accordance with company policies and procedures. Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act, and all other Federal and State laws.

FINANCIAL

- Work within expense limits established.
- Make ready's and work orders should not take any longer than 2 business days

REQUIREMENTS

Maintain the day-to-day operations and to assume responsibility for maintaining the physical asset of the property under the direction of the Property/Operations Manager. **Areas of responsibility will include (but not limited to):**

- Responsible for the completion of all maintenance service requests as assigned.
- Complete make-ready process of vacant apartments as directed by the Supervisor
- Removal and installation of appliances (Fridge, Dishwasher and Stove)
- Removal and installation of ceiling fans and light fixtures
- Removal and installation of blinds
- Plumbing repairs (removal and installation of garbage disposals, toilets, sinks and faucets)
- Carry pager/cell phone as required for on-call maintenance.
- Repair bath tub surrounds (tile and caulk)
- Flooring Repairs (remove and install tile and pull up carpet)
- Painting and sheet rock repair
- Complete grounds work as directed by Manager which may include picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds and other areas.
- **This job requires exerting 50 to 100 pounds of force frequently, and/or 25 to 50 pounds of force of force constantly. This position also requires frequent bending, kneeling, climbing and reaching.**

RESIDENT RELATIONS

- Maintain a positive customer service attitude.
- Periodic inspection with residents move-in/move-outs.

GENERAL

- Performs any additional duties assigned by Property Manager or Regional Property Manager. Special projects and other responsibilities as may be determined
- Perform all preventative maintenance
- Must be available to be on call and work weekends

SAFETY

- Reports all liability and community incidents to the corporate office immediately. Ensures that all workers' compensations claims are reported and proper paperwork is completed.
- Responsible for alerting the Property Manager of any unusual occurrence and/or damage that have taken place or that may occur