




Job Details – Maintenance Technician (Full-Time)

Responsibilities:

- Be available for work scheduled by our service dispatcher including service calls, emergency repairs, and turnover work
- Communicate with tenants, owners, NPPM staff, contractors, and others as needed and warranted to keep all relevant parties informed as it pertains to maintenance jobs, and any other activities
- Assist other employees in larger repairs as needed
- Purchase Materials and keep an inventory of all materials associated with the position
- Participate in the on-call rotation
- Communicate with tenants, and respond when applicable, for after-hours emergencies while actively on-call
- Execute all repairs in a timely manner with excellent workmanship and quality
- Maintain accurate and up-to-date records of time spent and material used at each job, updating records on each work order in a timely and accurate manner
- Assist tenants who are locked out
- Be aware and mindful of observing problematic unit or property conditions as encountered and reporting the necessary details to the appropriate NPPM staff member
- Additional responsibilities as assigned

North Pointe Property Management

P.O. Box 5186, Lancaster, PA 17606-5186

 717-286-9773

www.northpointepropertymanagement.com



Hours, Compensation, and Benefits:

Hourly Wage: \$25-30 per hour, 40 hours per week, Monday through Friday – working 8 hours per day 8:30 AM – 5:00 PM with a 30-minute unpaid lunch each day

On-Call Compensation:

- \$100 compensation for each week on call
- Overtime 1.5x pay for all time responding to after hours emergency calls

Reimbursements:

- Phone Reimbursement - \$600 Annually paid out on a biweekly basis.
- Transportation compensation (One of the below options will be offered, TBD)
 - o Mileage Reimbursement at IRS mileage rate
 - o Company provided truck/van – Maintenance, Insurance, Fuel, and tools all provided by North Pointe

Additional Benefits:

- Upon completion of 90 day probationary period, eligible for 80 hours of PTO
- Upon completion of 90 day probationary period, eligible for paid holidays listed below.

Paid Holidays:

Jan1 for New Years Day	Labor Day
Good Friday, 1/2 day, close at noon	Thanksgiving Day
Memorial Day	Christmas Eve, ½ day, close at noon
July 4	Christmas Day

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