

# Maintenance Technician

**Primary Function:** The Maintenance Technician will be responsible, under the direction of the Maintenance department, for the overall maintenance and interior painting of properties under management and all areas related to the day-to-day maintenance operations of the portfolio.

## **Principle Duties/Responsibilities:**

### **Work Orders**

- Receive/Troubleshoot/Complete Work Orders 5 - 6 work orders per day with 7 billable hours per day
- Work closely with internal team to execute and schedule work orders each day Daily communicate about jobs as needed with staff; update Maintenance Supervisor and/or Turn Over Coordinator by 2:00 pm if any jobs will need to be rescheduled or continued to following day
- Follow-Up with internal team on Work Order Completion Close Melds daily as completed; Daily huddle at 8:00am to review previous day work orders; turn in prior day's work sheets with any receipts by 8:30 am
- Professional and friendly communication with tenants

### **General Maintenance Management**

- Establishing SOW (Strengths, Opportunities, Weaknesses) Monthly Maintenance Meeting with Maintenance Supervisor and Maintenance Team
- Address Basic: General construction, electrical, plumbing, carpentry, masonry, and painting Daily as needed depending on the job
- Repairing and treating structures such as fixtures (lighting and plumbing), showers, sinks, appliances, doors/cabinets, walls, and building exteriors Daily as needed depending on the job
- Maintenance and painting for new move-ins adhere to the timeline on Turn Over Schedule, communicate with Turn Over Coordinator & Maintenance Supervisor as needed if additional issues arise
- Have a basic working knowledge of HVAC and other heating systems
- Responsible for emergency maintenance on call rotation as needed
- Complete annual preventative maintenance program August – April with 20+ per week completed with additional work/concerns reported daily
- Complete grounds work such as grounds pick up, sweeping, and light landscaping
- Coordinate special projects as directed
- Inventory Tracking daily update inventory checked in or out of company stock; weekly vehicle clean out to return any unused inventory

### **Leadership**

- Develop working relationships with vendors, tenants, and internal team
- Integrate with internal team
- Maintenance Team Meeting attend weekly Maintenance Team Meeting

### **Skills:**

- Strong critical thinking
- Customer service skills
- Ability to multitask/manage multiple projects
- Attention to detail
- Problem-solving
- Proactive
- Time management
- Follow direction

- Verbal & written communication
- Team player – work independently and to reach out to team members when needed

**Education/Experience Requirements:**

The Maintenance Technician must maintain a professional and courteous manner with tenants, contractors, and fellow employees. Maintenance Tech must have the necessary tools and vehicle to effectively complete the abovementioned tasks. One must have the ability to follow oral and written instructions and be able to maintain effective and cooperative working relationships.

- **Minimum 2 years** experience
- High School Diploma or GED Required
- Travel required
- Basic understanding of computer programs
- Friendly and professional demeanor

**Job Requirements**

- Local position w/travel
- Valid driver's license, reliable vehicle and appropriate insurance
- Ability to lift up to 50 pounds
- Understand laws/statutes related to the position
- Pass a criminal background check

*This description is intended as a guide only. The listed duties may be changed at the discretion of the incumbent's supervisor.*