



## **MAINTENANCE TECHNICIAN**

**Department:** Property Management  
**Reports To:** Property Manager or Maintenance Supervisor  
**Jobs Supervised:** None  
**Exempt:** Yes

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The primary responsibility is to maintain and repair all areas of the apartment communities, as well as perform preventative maintenance.

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### **ESSENTIAL FUNCTIONS**

#### **Building Maintenance**

- Aids maintenance supervisor in organizing all contract vendors and scheduling for turnovers.
- Typically turnovers occur between the last and first day of each month. Policy is to turn over apartments within a 24-hour period (72 hours if not immediate). All vacated apartments must be painted, thoroughly cleaned, carpets shampooed and repairs done in a timely and impeccable manner.
- Assists in prioritizing all work orders.
- Assists in scheduling all maintenance for buildings and building equipment.
- Hands-on work of all building repairs, preventative maintenance and general upkeep of the project with special attention to more involved operations.
- Works the last day and first day of each month until responsibilities completed.
- Works overtime as necessary.
- Maintains exterior grounds. This will include but is not limited to the following:
  - a. Picks up trash and keep common areas neat.
  - b. Sweeps walks and curbs.
  - c. Waters lawn, trees, shrubs, and flowerbeds.
  - d. Shovels walks, sand or salt icy areas.
- Any other duties as assigned.

#### **Purchasing/Supplies**

- Assists in maintaining sufficient maintenance supply stock.
- Assists in contracting all outside vendors and taking bids for special projects or extensive maintenance.

#### **Leadership/Communication**

- Communicates all maintenance concerns to maintenance supervisor.
- Follow-up on maintenance requests in the computer.

### **MINIMUM REQUIREMENTS**

- High school graduate or equivalent.
- Two years apartment maintenance experience preferred.
- Special boilers license or willingness to obtain one, if applicable.
- Valid driver's license.
- CRMT accreditation preferred (Certified Residential Maintenance Technician).
- Must provide own hand tools.

- Willingness and ability to run errands to hardware store for maintenance supplies, cleaning supplies, or other items.
- Access to reliable transportation.
- Office hours may vary due to the specific needs of the property as determined by the property manager or regional manager.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be on on-call.
- Must have experience in all phases of building maintenance including but not limited to appliance repair, HVAC, plumbing, electrical, carpentry and preventative maintenance.
- Exemplary time management skills.
- Ability to self-direct.
- Willingness to learn and assist above and beyond as part of “the team”.
- Good interpersonal skills

### **EDUCATION**

- Post secondary courses in electrical, plumbing and heating.

### **PHYSICAL REQUIREMENTS**

- Ability to push, pull and lift 50 pounds.
- Ability to kneel, crouch and stoop.
- Ability to reach above and below the shoulders.
- Ability to use hands and fingers to grasp, twist and pull.
- Ability to climb a ladder and work above ground.
- Walking and stair climbing.
- Withstand external weather conditions.

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This job description is intended to provide information essential to understanding the scope of the maintenance technician position. It is not an exhaustive list of skills, duties, responsibilities or working conditions associated with the position.

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Employee Signature

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Date

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Print Name