



Job Description – Maintenance Technician

Responsible for the maintenance efficient operations and upkeep of the property buildings and grounds in a supportive role under the direction of supervisory personnel

- Responsible for the daily repair and upkeep of the property and for the preparation of vacant units for occupancy
- Ensure all make-ready repairs and services are completed correctly and on schedule
- Maintain accurate and detailed records regarding preventative maintenance, service requests, apartment make-ready status, work-in-progress, etc.
- Responsible for the care, maintenance and inventory of all supplies and equipment owned by the property
- Responsible for maintaining the required property uniform and ensuring a professional appearance and attitude at all times
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents
- Must be responsive, courteous and efficient in handling of all resident requests
- Responsible for thorough knowledge of company policy and procedures
- Be aware and operate within OSHA standards at all times
- Responsible for following Fair Housing Guidelines
- Acquire and maintain certifications as needed, and attend seminars/classes as instructed
- Other projects and duties as assigned

Requirements:

To perform the job successfully, an individual should demonstrate the following capabilities:

- High School diploma or equivalent is preferred
- Drivers License required
- Minimum 2 years working in the property management industry as maintenance or equivalent experience
- Must have experience in troubleshooting standard electrical, HVAC, plumbing and inventory control
- Must be able to assist with Snow Removal
- Must be able to work on site, off site, outdoors and climb stairs throughout course of day
- Must be able to work on call on a rotating shift