



JOB DESCRIPTION **Maintenance Technician**

- Report To:** Property Manager
- Main Goal:** To meet income and expense goal of community.
- Work Schedule:** Mon.-Fri. 8:00 am-4:30 pm, lunch 12-12:30 pm 40 hours per week.
Weekend hours may be needed for emergencies.

DUTIES:

Main Objectives: **Assist Community Managers in meeting budget goals for maintenance and turnover expenses**

***Task to be completed with in first two week of employment**

- Remove tub caulk and re-caulk tub
- Repair tile grout, re-grout and seal
- Paint 1-2 bedroom and molding
- Install garbage disposal
- Install kitchen faucet
- Repair shower faucet, stem type
- Pool testing and knowledge of chemical use
- Remove and replace deck board
- Dry wall repair/patch
- Install ceiling fan
- Install dishwasher
- Explain how to troubleshoot water heater, thermostat, reset & replace

Typical Duties but not limited to:

Daily

- Meet with Lead Maintenance Technician
- Respond to and complete maintenance requests
- Respond to and complete apartment turnover maintenance, painting and cleaning work orders
- Complete work order form per job and have Community Manager sign off

Weekly

- Meet with Supervisor to schedule maintenance requests and turnovers

Monthly

- Preview turnover over schedule for upcoming month
- Attend Safety Meeting during the Manger's Meeting at least once per year

Quarterly

- Property Safety Inspection

Yearly

- Unit by Unit inspections

Screening Required Prior to Job Offer – **Credit/ Criminal/ Driving/ Drug**

Benefits after 90 probationary period. Must pass maintenance competency test with Tom Hughes in first two weeks. See list from HR.