

Job Title:

Maintenance Technician

SCOPE AND PURPOSE

To be responsible, under the direction of the apartment manager, for overall maintenance of the apartment community.

DUTIES AND RESPONSIBILITIES

1. Participate in all maintenance projects.
2. Perform electrical repairs on items such as appliances, fixtures, switches, outlets, circuits, etc.
3. Perform plumbing work such as toilet and sink repairs, replacing fittings, etc.
4. Replace broken glass, tile, carpet, screens, garbage disposals, fixtures, appliances, draperies, and locks.
5. Paint interior of apartments and exterior of building(s).
6. Perform carpentry work such as, but not limited to, wood replacement, fitting doors, repairing windows, replacing and building shelves, etc.
7. Assist in custodial work including, but not limited to, cleaning (floors, walls, ceilings, windows, etc.), stripping and waxing floor tile, shampoo carpet, etc. work in apartments and common areas as needed.
8. Maintain the grounds in a clean, safe and sanitary condition. Assist in grounds repair work as necessary.
9. Repair concrete, masonry, roofs, and fencing as required.
10. Perform limited extermination services as required.
11. Train and supervise any employees under your direct supervision.
12. Participate in on-call emergency schedule for evening, weekends, and holidays.
13. Responsible for inventory control and utilization of maintenance materials.
14. Complete work order requests as prioritized together with manager in a timely manner.
15. Assist the manager in performing apartment inspections.
16. Responsible for repairs and general maintenance of apartments prior to new resident move-ins. Perform required maintenance per move-in/move-out inspection forms.
17. Perform all work required to prepare vacant apartments ready for lease including, but not limited to, sheet rock repairs, painting, general maintenance repairs and/or replacements, cleaning of floors, walls, ceilings, appliances, plumbing fixtures, closets, storage areas, shampoo carpet, etc.

18. **Maintain accurate records regarding preventive maintenance, work orders, refurbishing, annual inspections, inventories, and purchase orders.**
19. **Perform scheduled maintenance on all equipment based on the manufacturer's recommendations and operating manuals.**
20. **Periodically inspect all units, buildings, and common areas, performing repairs and janitorial assistance as needed.**
21. **Have knowledge regarding water and gas meter cutoffs, all apartment and fixture cutoffs, and sewer cleanouts.**
22. **Make sure storage areas and entrances are locked and adequate lighting in those areas is maintained.**
23. **Have constant knowledge regarding contracts and suppliers, their cost of service and goods.**
24. **Perform all other duties as required.**

QUALIFICATIONS

1. **Full-time maintenance experience in related fields.**
2. **Some type of formal training and experience in the following areas: Carpentry, plumbing, electrical, and HVAC repairs.**
3. **Willingness to pitch in and work in areas other than strictly repairs maintenance, i.e. janitorial, custodial, gardening, painting, etc. as required.**
4. **Neat and professional in appearance.**
5. **Personable and trustworthy**
6. **Adherence to work safety program.**
7. **Physically able to perform all duties required, without restrictions, including but not limited to, driving, lifting, climbing, standing, bending, loading and unloading, and working outdoors in inclement weather.**
8. **Ability to follow both written and oral instructions as received from Manager.**
9. **Conduct oneself in an ethical and professional manner while acting on behalf of the property and American Apartment Management Company, Inc.**