

## Job Description

<b>Job Title:</b>	Maintenance Technician
<b>Directly Reports to:</b>	Maintenance Supervisor, Property Manager
<b>Indirectly reports to:</b>	Regional Manager, District Maintenance Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Property Name:</b>	
<b>Location:</b>	

**Summary:** The Maintenance Technician is to maintain the physical integrity of the community insuring a safe, secure and comfortable living environment for residents, visitors and staff. The Maintenance Technician is responsible for assisting the Property Manager and Maintenance Supervisor with on-site maintenance functions, overall physical condition of the property and ensuring the property meets all safety standards by performing the following duties.

### Duties and Responsibilities:

1. Deliver and promote excellent customer service and support the resident retention and service goals of the property at all times.
2. Diagnose and perform minor and routine maintenance/repair, as directed, involving the following on a daily basis:
  - Electrical and plumbing (including water lines)
  - A/C and heating systems
  - Appliances (when applicable)
  - Water irrigation systems
  - Stairs, gates, fences, patios, railings and carpentry
  - Tile, carpet, flooring
  - Roofing, gutters, fasteners
  - Interior/exterior lights
  - Fireplaces, ceiling fans
  - Gas fixtures and appliances
  - Shutters, doors, cabinets, windows, sliding glass doors
  - Boiler, water heater, gas and electric
  - Door locks, mailboxes and locks
  - Security systems (where applicable)
  - Ceiling leaks
  - Walls, minor sheetrock repair, painting
  - Pool areas, tile, Jacuzzi, pool furniture
3. Prepare vacant units for occupancy by removing trash and other debris, performing maintenance, painting and cleaning within the timeframes established by the property.
4. Participate in maintaining property appearance by removing litter, debris, snow and ice, cleaning grounds, walkways, breezeways, parking lots, curbs, trash receptacle areas, amenities and other common areas. Paint and maintain fencing, curbs, building exteriors and common area interiors.
5. Respond within 24 hours to resident requests for maintenance, troubleshoots problems and takes action to resolve maintenance concerns. Clean up work area and restore it to its original condition. Notify resident (or ensure that the residents are notified) that their requests have been completed.
6. Timely response (within 1 hour) to emergency maintenance requests after hours when scheduled for on-call duty.
7. Complete all administrative requirements and forms accurately and in accordance with established property deadlines (i.e. timeclock, turnover cards, on-call logs, site inspection logs, service requests, pool logs, maintenance checklists, etc.).

8. Maintain and utilize tools, equipment and vehicles in a clean, orderly and safe manner.
9. Follow established procedures for accessing and returning tools and other materials from the maintenance shop. Assist Maintenance Supervisor with the inventory and ordering process when requested. Maintain, secure, organize and clean shop as needed.
10. Perform routine maintenance on property equipment, pools, amenities, office equipment and tools as necessary to ensure all are in proper working order.
11. Perform routine lighting inspections and replace or schedule replacement of burnt-out bulbs as necessary.
12. Participate in safety inspections and alerts supervisor of any safety hazards immediately. Comply with all safety policies including utilizing required safety equipment (i.e. back belt, safety glasses, etc.).
13. Comply with policies and procedures laid out in the property Operations and Maintenance plan manuals kept on-site.
14. Participate in and meet deadlines for all mandatory training programs.
15. May be required to assist at other Priderock properties upon request.
16. Responsible for possessing and maintaining personal hand tools, reporting to work on time as scheduled and in proper uniform.
17. All other duties as assigned.

**Maintenance Technicians will perform all of their duties in compliance with federal and state laws pertaining to the Apartment Industry and Fair Housing.**

**Minimum Knowledge, Skills and Abilities Required:**

- Ability to effectively communicate with supervisor, co-workers and residents
- Ability and skills to perform maintenance in any or all of the following areas: electrical, plumbing, appliance repair, carpentry, painting, pool maintenance and cleaning, carpet repair and replacement, roofing, furnace and air conditioning maintenance and repair
- Ability to perform tasks in an orderly and timely manner
- Possess and continually improve the technical skills necessary to perform assigned maintenance duties and knowledge in all areas of property maintenance
- Excellent customer service skills
- Good interpersonal skills and ability to interact effectively with managers, co-workers, residents and vendors
- Ability to work effectively on a team and contribute to team goals
- Knowledge of location of gas, electric, irrigation and water shut-offs
- Ability to multi-task and prioritize

**Education and Experience Required:**

- General knowledge of all aspects of maintenance repair and service including plumbing, electrical, appliance repair, HVAC, general maintenance, minor carpentry
- Previous maintenance experience required, apartment maintenance experience preferred
- High school graduate or equivalent required, technical school preferred
- EPA/HVAC certification highly preferred

**Physical Demands and Working Conditions:**

The physical demands of the job described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, bend, walk, sit, use hands and fingers to handle tools and controls, reach with the hands and arms, climb stairs and ladders, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift a minimum of 50 pounds individually and up to 200 pounds with assistance devices (i.e. hand trucks, dollies, additional persons, etc.). Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee works in an outdoor environment and is exposed to adverse weather conditions. The noise level in the work environment may be moderate to high.

**Work Schedule:**

Work hours are scheduled around the requirements of the property and are subject to change as needed. All maintenance technicians are required to work a scheduled on-call rotation on a weekly basis. Regular schedule may include weekend hours.