

Job Title: Maintenance Technician Department: RPM Reports To: Property Manager	FLSA Status: Non-Exempt Supervises Others: No Number of Supervises: 0
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Position Summary:
Responsible for completing building maintenance, repair, resident service requests as well as maintaining the property common grounds.

- Position Responsibilities:**
- Follow all company safety rules and regulations while working. Report any safety concerns that require additional resources to the Property Manager and/or Maintenance Supervisor
 - Effectively address and document work orders and preventative maintenance based on company policy
 - Assist with regular inspections of all vacant units; ensuring seasonal settings on all electrical and heating components including water heaters, air conditioners, wall heaters, furnaces and windows
 - Assist with unit move-out inspections and complete damage assessments process
 - Perform corrective and preventive maintenance including but not limited to: drywall touch up, basic plumbing, appliance repair, lock repair and re-keying, install/repair window coverings, HVAC repairs, caulking, and painting
 - Conduct regular inspections of all common areas within the property to monitor and correct any safety issues, address maintenance needs and notify Property Manager and/or Maintenance Supervisor of major repairs and capital improvement items
 - Clean exterior areas including but not limited to: breezeways, mailbox areas, corridors, stairways, amenity areas, curbs and sidewalks
 - Clean and maintain swimming pools and spas including daily chemical monitoring
 - Replace light bulbs in outside lighting fixtures as needed
 - Ensure daily snow removal inspection are completed to company standards
 - Assist with inventory of tools, equipment, and supplies
 - Work with landscape & irrigation contractors to ensure the contract requirements are being met. Weed flowerbeds and deadhead flowers as needed. Keep grounds and common areas free of trash, debris and pet droppings
 - At the direction of Property Manager and/or Maintenance Supervisor communicate with subcontractors as needed
 - Assist with Fire Protection inspections
 - Perform 24 hr on-call emergency service on rotational basis
 - Promote good public relations with residents, co-workers, company staff and vendors through excellent customer service
 - Responsible for meeting training requirements per company policy and for requirements that allow you to maintain industry certifications.
 - Perform other duties as assigned

- Essential Skills and Experience:**
- One to two years of building maintenance experience preferred
 - Working knowledge of basic maintenance tools
 - Working knowledge of and familiarity with electricity, plumbing, HVAC, household appliances and carpentry preferred
 - Familiarity with power, water, and gas turn offs, clean-out traps, fire extinguishers and fire hydrants preferred
 - Must possess excellent customer service and communication skills, both written and verbal
 - Proficient in Microsoft Office Software
 - Excellent organizational skills; the ability to manage multiple projects simultaneously

- Minimum Qualifications Required:**
- Licensed in Pool Maintenance (Company will cover cost of License)
 - Valid driver's license and personal vehicle to perform some job duties and travel to and from multiple properties

Physical Demands and Work Environment:
Medium to heavy work requiring prolonged or repeatable standing, walking, climbing, stooping,

kneeling, crouching and lifting up to of 100lbs, with frequent lifting and carrying of up to 50lbs.

The physical demands described 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.

The work involves indoor and outdoor activities with exposure to seasonal weather and the associated temperature fluctuations. Frequent exposure to airborne dust, paint fumes and the chemicals used in surface preparation and general maintenance work.