

Maintenance Technician

Shift, Schedule & Pay

- Monday to Friday, On call
- \$20 - \$24 an hour - Full-time

Full job description

We are seeking a skilled and dependable Maintenance Technician to join our team. The ideal candidate will assist with maintaining properties by performing general maintenance tasks, completing work orders, and apartment turnovers.

General Responsibilities:

- The Maintenance Technician is responsible for completing work orders and making repairs to apartments, and common areas, and to ensure the proper operation, and care of equipment.
- The Maintenance Technician shall make efforts to use the most cost-effective methods when completing a task.
- Daily responsibilities include building maintenance, assisting with contractors onsite, daily interior and exterior curb appeal, and turnover repairs.
- The Maintenance Technician's responsibilities are detailed in the following sections.
- Shoveling and salting of all sidewalks.
- Grounds maintenance – weeding, curb appeal clean- up, and misc. general grounds maintenance tasks.
- Keeping an inventory of parts needed.
- Ordering or purchasing the necessary parts for the property as directed and approved by the Property Manager.
- General turnover maintenance, window glass repair, screen repair, A/C installation, locks, baseboard repairs, general plumbing and electric repairs, and other general maintenance repairs in units and in the building common areas.
- The Maintenance Technician is responsible for supplying standard tools for the preventative maintenance of all apartments, common areas, systems, and equipment. This includes preventative maintenance in all units while doing apartment turnovers. All equipment and tools belonging to the property must be clearly labeled and must remain at the property for property use only.
- The maintenance person is responsible for investigating any malfunction or maintenance emergency in the building services and taking appropriate action to correct the situation. If the malfunction is not an emergency, but requires an outside contractor's assistance, the Maintenance Technician should contact the Property Manager for vendor approval. In case of an emergency, the Maintenance Technician should immediately contact the appropriate outside person for assistance (fire department, police, or outside vendor) and then notify the Property Manager.
- Any boiler service work shall be performed in accordance with boiler licensure and state regulations. Any other boiler responsibility that the Maintenance Technician is not qualified to perform shall be given to an outside vendor.
- Most heating complaints are about too much or not enough heat. A faulty zone valve most often causes this. Before calling an outside vendor for repairs check to make sure the resident does not have furniture blocking the registers and that the registers are clean. Check to see if the zone valve is opening and closing when the thermostat is raised and lowered. Air conditioner cleaning or maintenance is your responsibility. If you are unable to correct the problem, discuss with the Property Manager to determine if an outside vendor is needed.
- Appliances repair/replacing; the Maintenance Technician must receive prior approval from the Property Manager when ordering appliances or calling an outside vendor.
- The Maintenance Technician is responsible for checking and restocking any common area supplies including but not limited to, trash bags for receptacles, and soap and toiletries in common areas.
- Due to the nature of the position, the above list is not all-inclusive. Other general repair duties will also be performed under the direction of the Property Manager.
- Employee would be required to be on-call for emergencies as part of a shared bi-weekly, on-call rotation.