**Maintenance Service Technician**

**Job Description:**

Position will serve as a Maintenance Technician to an apartment community. Position will also rotate to sister apartment communities as required by staffing demands and/or emergencies as required.

Previous experience in property management maintenance role for at least 1 year, or other building/trade related experience.

* The Maintenance Technician will complete work orders as assigned daily.
* The Maintenance Technician will be responsible for completing “Make Ready” apartments for occupancy based on move in schedule.
* Typical schedule is Monday through Friday based on a 40 hour work week
* Position must be on-call to respond to after hour emergencies.
* The on call schedule rotates with the other team members
* Must have working knowledge of plumbing, electrical, and appliance repair and have the ability to assess and make needed repairs.
* The Maintenance Technician will assist and support in the required property management maintenance in order to maintain curb appeal and the overall appearance and quality of the property.
* The Maintenance Technician is responsible maintain an inventory of maintenance supplies and compliance with OSHA regulations.

**Essential Duties:**

* Prepares and performs all necessary repairs to vacant apartments for new residents.
* Diagnoses problems and repairs in the areas of electrical, plumbing, and appliances.
* Responds to all service requests, on-call emergencies as directed by the Property Manager and the Senior Maintenance Director of Multi Family.
* Work orders, daily tasks, and “Make Readys” must be completed in a timely and professional manner.
* Maintains the exterior of the property daily to provide clean and acceptable curb appeal at all times
* Alerts Service Manager and Property Manager of any potential liabilities or repairs.
* Performs property maintenance of pools, spas, and pool areas where required.
* Completes daily inspections of boiler/chiller system and components.
* Requires conducting water testing/system diagnosis
* Requires moving heavy appliances for repair and maintenance.
* Make ready work consists of climbing ladders in excess of 14’ – 19’ to paint and change out light fixtures.
* Position requires stretching/reaching to paint, trouble shoot and repair utility connections
* Technician will climb into confined work spaces where required

**Required Skills**

* Professional verbal and written communications.
* Ability to read, write, understand and communicate in English.
* General Computer knowledge.
* Ability to work independently.
* Ability to be on-call for responding to after-hour emergencies.
* Ability to work a flexible schedule to include weekends, evenings and holidays.
* Must be able to push, pull, lift from 60lbs – 295lbs. This includes appliances and HVAC equipment within the apartment community and the property commercial businesses.
* Must be able to provide emergency response/on call maintenance duties. Ie., push, pulling, lifting sand bags, air dryers and water extraction equipment.