



## **Maintenance Technician Job Description**

Revised 1.1.23

### **Introduction**

This standard procedure establishes and defines the basic function authority, responsibilities, duties, reporting relationships, and measures of performance for the position of Maintenance Technician.

### **GENERAL RESPONSIBILITIES:**

- Follow directions of the Lead Maintenance Technician for daily project assignments.
- When assigned, take direction from Make Ready Specialist.
- Provide maintenance and repair to commercial/residential properties as needed.
- Be proactive and assess both the outside and inside of our commercial/residential properties for cleanliness, maintenance needs, and debris removal.
- Provide assistance with Maintenance Department on any maintenance issues that need to be done on the commercial/residential properties & Make Ready properties.
- Provide assistance when needed with the cleaning in the common areas for the commercial/residential properties.
- Provide assistance when needed with cleaning of the Make Ready apartments (kitchen, living rooms, bathrooms, bedrooms and so forth) in a timely manner by deadline provided.
- Provide assistance with Maintenance to remove large items that are left behind.

### **SPECIFIC JOB QUALIFICATIONS:**

- Good verbal and written communications skills.
- Able to multi-task and establish good priorities.
- Must have self-motivated, positive attitude and team oriented.
- Detail oriented.
- Construction knowledge to communicate effectively to maintenance personal.
- Flexibility with work schedule.

### **REQUIREMENTS:**

- Position prefers at least 1-year general property maintenance/cleaning experience and/or least 1-year multi-family or institutional service request experience.

- General maintenance aptitude and experience preferred.
- Must be a good role model by demonstrating honesty, moral integrity and ethical conduct with experience working as part of a team.
- Demonstrated excellent verbal and written communication skills and ability to set direction.
- High School Diploma or GED

#### **CERTIFICATES, LICENSURE & REGISTRATION:**

- United States Citizenship or evidence of a valid Alien Work Permit.
- Valid driver's license and good driving record

#### **SPECIFIC SKILLS:**

- email, cell phones, texting
- web based maintenance software
- Carpenter's hand tools
- Painting
- Hole patching

#### **TYPICAL PHYSICAL DEMANDS:**

- Will be exposed to activity that requires intermittent standing, bending, crouching, pushing/pulling, lifting/moving/carrying (light to heavy weight material/appliances/equipment), climbing ladders/stairs, and
- Requires manual dexterity sufficient to operate equipment (i.e., repetitive hand/wrist, gripping and elbow motion). Must have normal range of hearing, vision, color discrimination and depth perception for proper operation of equipment. Must be able to complete tasks wearing appropriate safety equipment when required (i.e., goggles, masks, gloves, etc.).

#### **TYPICAL MENTAL DEMANDS:**

- Must be able to read and write in English at intermediate level to read instructions, write reports, etc. Must be able to apply common sense understanding to carry out instructions and plans. On a regular basis must use independent judgment (following prescribed procedures) to determine actions to be taken, priorities, emergencies, etc. Must be able to deal with deadlines, and reprioritizing activities. Will interact sometimes with tenants, suppliers, contractors, employees, and coworkers and therefore, must have demonstrated excellent communication skills both verbal and written.

#### **ENVIRONMENTAL/WORKING CONDITIONS:**

- Will be exposed to some low-level noise when using power tools. Hazards can be eliminated with proper lifting techniques, MSDS and general safety training and wearing of proper safety equipment.
- Will be exposed to variety of outdoor weather conditions on occasion.
- Will be called upon to work occasional overtime and occasional service calls after hours schedules.

**OTHER ASPECTS OF JOB**

- Attendance is an essential job function.
- Assist with hazardous weather problems, fires, floods, freezes, etc.
- Responsible for overall organization and cleanliness of work areas and maintenance shops.

*Note: This job description is not an all-inclusive list of functions and tasks. Job functions may be added, deleted, or modified at any time by your management team.*

**Acknowledge:**

I have reviewed and understand the above job description and believe it to be accurate and complete. I also agree Emmerich Properties retains the right to change this job description at any time.

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Employee Date

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Emmerich Properties Representative Date