

Summary

The Maintenance Technician is a key member of the property team. By learning and executing policies, processes and procedures, Maintenance Technicians support ResProp Management's goals by making their property an outstanding example of the Company's capabilities. Maintenance Technicians should expect to perform and support all areas of their property's maintenance and operations. Through experience and training, a Maintenance Technician should acquire all the skills to assume the Maintenance Supervisor's responsibilities

Responsibilities

Common Areas and Grounds

- Assists in maintaining the grounds, common areas, and amenities by picking up trash and debris, pressure-washing breezeways, and pool areas, performing general cleaning, and painting curbs and signage as needed.
- Completes preventative maintenance on the property by diagnosing the source or cause of the defect or problem, and making repairs in accordance with established policies, procedures, safety standards, and code requirements.
- Drives property performance by performing all work that produces clean, functional, safe, and attractive common areas, including pools, laundries, clubhouses, parking lots, etc.
- Maintains the property's value by performing preventative maintenance throughout the property.
- Ensures a safe work environment by identifying any issues regarding safety, hazardous conditions or maintenance needs on the property and correcting them and/or reporting them to the Maintenance Supervisor.
- Maintains and repairs critical building and site systems.

Unit Make Readies

- Completes the "make-ready" process to prepare vacant apartment homes for leasing and new move-ins.
- Completes the pre-move-out inspection.
- Creates a "punch" list of maintenance work that may be needed and additionally schedules vendors and contractors as needed.
- Obtains needed supplies and materials, completes all maintenance tasks, and inspects completed work.

Service Requests

- Completes assigned work orders generated from resident requests for service.
- Completes documentation and other paperwork in a timely, accurate, and complete fashion so that service requests can be appropriately documented and tracked.

Vendor Relations

- Follows procedures for accessing and obtaining materials, supplies, equipment, tools, and

other items from the property's maintenance department by tracking inventory used, returning unused items to the established location, and notifying the maintenance supervisor about re-ordering needs.

Additional Responsibilities

- Supports cost-cutting and expense control programs by fixing rather than replacing parts when possible, not being wasteful with materials and supplies, and practicing the correct use for tools and equipment.
- Coordinating with the Maintenance Supervisor and team to prioritize and execute tasks throughout the day.
- Providing excellent customer service when interacting with residents, guests, and vendors

Physical Requirements

- Requires ability to walk, stand, sit and climb stairs alternatively for the purposes of completing office work, inspection of apartments, and to conduct sales tours. Approximately 60% of time spent walking and climbing and 30% sitting.
- Requires the ability to lift or carry for the purposes of document dissemination, preparation of apartments for customers, and moving furniture/appliances within the office and apartment environment.

A.	over 150 pounds	Rare need (less than 5% of time)
B.	between 75 -150 pounds	Occasional need (1% to 33% of time)
C.	between 25 - 75 pounds	Frequent need (33% to 66% of time)
D.	Less than 25 pounds	Constant need (66% to 100% of time)

This job description supersedes and replaces any prior job descriptions that conflict with the job description set forth herein.

Acknowledgement & Agreement

By signing below, you agree to the terms of this job description and confirm that you have read and understand this job description.

Name: _____ Date: _____