

Job Title	Renovation Technician
Company	Link Real Estate Group
Department	Property Management
Reports To	Renovation Supervisor
Wage Category	Non-Exempt

General Summary

Under general direction, the Renovation Technician is responsible for performing a wide variety of general maintenance repairs and services to vacant apartments for an assigned portfolio. This includes, but is not limited to repairs, replacements, and upgrades of plumbing and electrical fixtures, doors and hardware, countertops and cabinets, appliances, walls, and floors.

Essential Job Duties and Core Responsibilities

1. Clean out and remove all trash and obsolete building components from apartments before, during, and after renovation activity.
2. Prepare, prime, sand, seal, patch, and paint horizontal and vertical surfaces.
3. Prepare the floor's surface for the installation of new flooring. This will include the removal of previous flooring material and subfloor preparation for the proper installation of new floor coverings.
4. Replace apartment finishes as needed which may include the installation or repair of cabinetry, countertops, doors, trim, appliances, lighting, hardware, mechanical equipment, plumbing, and electrical fixtures.
5. Inspect units at completion of renovation for appropriate operation and quality control; remedy as necessary for appropriate make-ready conditions.
6. Performs other unit and non-unit related projects as required and assigned.

Job Requirements

1. Work requires the ability to multi-task and strong organizational skills
2. Work requires strong customer service skills
3. Work requires strong time management skills and the ability to follow directions
4. Work requires strong attention to detail, accuracy, and strong organizational skills
5. Work requires the ability to adhere and ensure all safety policies and procedures are followed at all times
6. Work requires strong knowledge and technical skills associated with light carpentry, plumbing, painting, electrical, HVAC, and general installations or repairs associated with the turn process and punch outs
7. Work requires flexibility and the ability to work in a fast-paced, dynamic environment with changing priorities. The ability to have the flexibility to regularly work outside of normal business hours to meet deadlines if necessary.

Direct Reports and Reporting Relationship

None, however, the ability to achieve results by working with others within the organization, regardless of the reporting relationship, is a critical success factor.

Minimum Qualifications

One (1) to two (2) years of maintenance and repair experience required for residential, retail, or commercial property management. Skills and experience servicing and repairing items associated with carpentry, painting, plastering, heating, and cooling, and minor electrical tasks. A high school diploma or equivalent is required; vocational training, and one year of maintenance and/or service experience; OR an equivalent combination of education and experience.

Physical Demands and Work Environment

The physical demands and work environment described herein are respective of the criteria that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform these functions in accordance with applicable law.

Physical Demands: While performing the duties of this job, the employee is required to stand and walk regularly; handle or feel objects, reach with hands and arms; talk and hear.

Work Environment: Work is normally performed in a typical interior office work environment with moderate noise; however the employee may occasionally be exposed to outside weather conditions

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

I have read and understood the explanation and job description.

Signature: _____

Date: _____