

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

General Summary

Under general direction, the Maintenance Technician is responsible for performing a wide variety of general maintenance repairs and services to apartment residents for an assigned community. This includes, but is not limited to, completing work orders, make-readys, and general maintenance and upkeep to apartment homes, leasing offices, common areas, and community amenity buildings, grounds, and landscaping.

Essential Job Duties and Core Responsibilities

1. Completes resident service requests (i.e. inspections, light bulbs, air filter swaps, etc.) within a timely manner
2. Perform carpentry, plumbing, electrical repair, and maintain grounds including trash pick up
3. Participates in the make-ready completion process
4. Ensures the community meets the highest exterior aesthetics standards
5. Works closely with a team of skilled supervisors and technicians
6. Ensures property maintenance meets company quality standards at all times
7. Oversees daily operations of the community and ensures that grounds, maintenance, and property are in superior condition
8. Ensures all work is completed in accordance with all required compliance standards and applicable regulations
9. Manages other projects as needed
10. Performs other related duties 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 to 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 make-ready process and punch outs
7. Work requires one to be available to be on-call as part of the emergency maintenance rotational schedule.

8. 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. Climbing, balancing, stooping, crouching, lifting, and crawling will also be required; specific vision abilities include close vision, distance vision, and depth perception. Work requires the ability to maneuver apartment figures, maintenance equipment, grounds equipment, and appliances with the aid of moving equipment if needed. If the weight exceeds seventy-five (75) pounds, then a team member would assist.

Work Environment: While performing the duties of this job, the employee is exposed to hot or cold environments, depending on the task being completed at that time. May also be exposed to awkward or cramped positions throughout the workday.



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: _____