

## MAINTENANCE TECHNICIAN

### Job Description:

The Maintenance Technician ensures the apartment community meets & exceeds safety, appearance & operational standards by preparing apartments for move-ins, completing maintenance requests & providing exceptional customer service. The Maintenance Technician is an important part in assuring a professionally run apartment community. The Maintenance Technician reports to the Maintenance Supervisor.

### Responsibilities:

1. Must maintain the community.
2. Prepare apartments for move-ins.
3. Must complete service requests in a timely manner.
3. Assist Maintenance Supervisor as needed.
4. Complete grounds work as directed, which may include picking up trash, sweeping curb & compactor areas
5. Must have good work ethic & teamwork.
6. Assist with service oriented maintenance related issues.
7. Must have ability to operate property equipment, such as shampoo equipment, golf carts, blowers, pressure washers, vacuums, compressors, & other general machinery in order to complete a service request.
8. Special & seasonal projects, & other responsibilities as may be determined.

### Qualifications:

- Must be HVAC certified.
- Must have at least 1 year residential maintenance experience.
- Ability to perform plumbing, electric, & HVAC Repairs.
- Strong commitment to customer service & maintain good resident retention.
- Flexible work schedule & work with "on-call" schedule.
- Ability to lift 80-100 lbs., on a regular basis
- Quality focused; does a quality job the first time around.
- Ability to organize, prioritize, schedule, & follow instructions.
- Ability to work independently within a team environment.
- Professional, courteous & helpful attitude with members, future members & vendors.
- Must have a valid driver's license & reliable transportation.