



JOB DESCRIPTION

Position Title: Maintenance Technician

FLSA Status: Non-Exempt

Reports to: Property Manager; Facilities Director; Maintenance Supervisor

Effective Date:

Job Summary:

Apply maintenance skills and customer service skills to ensure overall maintenance of the property to ensure that all physical aspects of the property meet all applicable laws as well and the company's established standards. Troubleshoot and repair all aspects of the property and its units; plumbing, electrical, heating/cooling, carpentry, appliances, painting and drywall. Work may be performed independently or as part of the maintenance team. This position operates within and contributes to an environment in compliance with Fair Housing Laws and Equal Employment Opportunity.

Essential Responsibilities:

- Troubleshoot work orders daily for residents prioritizing the work orders and ensuring they are completed in a timely fashion.
- Prepare vacant units for new residents ensuring that the unit meets the company standards/checklist.
- Maintain the exterior grounds of the property and conduct seasonal duties such as snow removal or pool maintenance.
- Conduct walk-through of the entire property to ensure everything is in working order: if not, take the appropriate steps for correcting.
- Be available for quick response to Company needs. This position is required to perform on-call duty as scheduled. Will be required to carry a cell phone to respond to emergency calls or if have a landline, will be required to sit by the phone in order to respond to emergency calls.
- Attend staff meeting as required or requested.
- **Appliance Repair**- Trouble shooting and repair of parts, clean lint screen in W/D, pumps and transmission, water heater troubleshooting, repair and replacement.
- **Carpentry**- Proper use of hand and power tools, cabinetry, door handing include installing hardware, closers, hinges, drywall repair and replacement, window repair and replacement, shelving installation.
- **Electrical**- Able to replace outlets, switches, light fixtures, circuit breakers, photocells, ballasts, understand and use basic test equipment, knowledge of fire and security system operation.
- **Housekeeping**- Understand and use MSDS, use cleaning chemical cleaning as required, maintain cleaning equipment.
- **HVAC**- Filter changes, coil cleaning, pump replacement, ability to troubleshoot using schematics and wiring diagrams, maintain a type IIEPA certification understanding of how to use pressure gauges, charge, evacuate and change out condensing units and air handlers.

- **Plumbing** – Basic plumbing repair on copper, PVC, cpvc, toilets, pump replacement, replacement of fixtures, valves, water heater troubleshooting, repair and replacement, ability to use electric auger or snake.
- **Pool/Spa Care** – Filter cleaning, pool cleaning, chemical testing, knowledge of all shut-off, first aid, signage and pump motor repair and replacement.
- Performs other duties as assigned by Management.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications:

Educational Requirements: High School Diploma/ GED required

Work Experience: 1-3 years of prior maintenance experience a plus

Additional Qualifications:

Other Skills and Abilities:

- Strong analytical skills, organizational and communication skills
- Detail oriented.
- Able to handle multiple tasks and to tract multiple projects
- Able to be responsive to needs of residents, contractors, employees and other professionals
- Able to direct and analyze both the physical and fiscal operations of various properties
- Able to supervise, train, coach and motivate maintenance personnel
- Possess quality of leadership and independence as well as being able to work with a team arena. The position should be able to integrate with both peers and corporate personnel.
- Responsible for all hand and power tools needed for the position. (such as but not limited to: saws, drill, circular saws, plumbing hand tools, screwdriver set)

Physical Demands:

Nothing contained in this job description for employees of NM Residential is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I further understand that my employment shall be “at will” at all times, meaning that either NM Residential or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____