



## MAINTENANCE TECHNICIAN

### GENERAL SUMMARY

The Maintenance Technician provides basic mechanical maintenance, janitorial, and grounds care for the site as directed by the Maintenance Supervisor and Community Manager.

### MAJOR DUTIES

1. Performs necessary work orders, assigned by Maintenance Supervisor, Community Manager or Assistant Community Manager and documents necessary information on work order forms.
2. Prepares vacated apartments for re-rental in designated time frame.
3. Depending on the site, work may include cleaning of common areas of buildings according to site maintenance schedule and Taymil standards. Keeps grounds free of debris, removes and properly disposes of rubbish and trash.
4. Performs necessary seasonal grounds maintenance including but not necessarily limited to: snow/ice removal, pruning of trees/shrubbery, mowing of lawn, planting etc.
5. Rotates emergency coverage with Maintenance Supervisor as required.
6. Maintains the workshop, utility room(s), mechanical rooms to ensure the rooms are kept clean, orderly, safe from potential hazard. May be required to maintain written building logs.
7. Repairs/replaces major appliances as required (refrigerators, dishwashers, stoves, garbage disposals and washers and dryers). Seeks assistance from Maintenance Supervisor when necessary.
8. Provides coverage at other sites when required. Able to handle after-hours emergency calls and be on-call as needed.
9. Prepares surfaces and paints building interiors/apartments as necessary.
10. Such other duties as may be assigned by the Maintenance Supervisor or Community Manager as necessary.

### SUPERVISION RECEIVED

Works under the general supervision of the Maintenance Supervisor and Community Manager. Directly accountable to Maintenance Supervisor and Community Manager. Occasionally accountable to other senior staff on special assignments.

Performs regular duties independently using own technical knowledge and judgment. Alerts supervisor to serious problems of non-compliance and/or when encountered with a problem he/she is not familiar with.

## **SUPERVISION EXERCISED**

No supervisory responsibilities

## **SPECIAL REQUIREMENTS**

Valid Driver's License

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles, power and hand tools and equipment for snow removal, carpentry, painting, plumbing, and minor electrical work; janitorial tools including floor buffers, steam cleaners, washers, vacuums, mops, brooms, tape measures ladders or scaffolding; office equipment including phones and mobile or portable radios.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a maintenance technician to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The maintenance technician must occasionally lift and/or move up to 50 pounds and occasionally lift weights of up to 100 pounds. Specific vision abilities required by this job include close peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing duties of this job, the maintenance technician occasionally works near moving mechanical parts or in outside weather conditions. The maintenance technician is occasionally exposed to wet, cold and/or humid conditions, fumes, dust and/or toxic or caustic chemicals.

The noise level in the work environment is usually quiet to moderately noisy.

## **SELECTION GUIDELINES**

Formal application rating of experience and education, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.