



Position Title: Maintenance Technician

Department: Maintenance

Reports To: Maintenance Manager

FLSA Status: Non-Exempt

Essential Duties and Responsibilities: *(may perform any or all of the following duties)*

- Responsible for executing Maintenance requests orders as directed
- Diagnose problems and bring all request to resolution
- Coordinate with Maintenance Manager to ensure any maintenance on a property meet contract terms
- Ensure requests are completed in a timely manner and any issues reported back to the Maintenance Manager immediately
- Conduct all aspects of maintenance with safety in mind
- Other duties as assigned

Competencies and Knowledge:

- Solid verbal and written communication skills
- Experience a variety of general maintenance skills, to include, but not limited to:
 - Basic carpentry skills
 - Basic knowledge of building code and uniform and standard maintenance practices
 - Clean driving record

Education & Experience:

- High School Diploma
- 2+ years directly related experience

Working Conditions & Physical Requirements:

- Must be able to stoop, stand, walk, crawl, bend, climb ladders, sit and stand for long periods of time
- Ability to work outdoors in inclement weather
- Ability up to lift 80 lbs. and up to 50 lbs. over your head

Employee Signature

Date

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