



## MAINTENANCE TECHNICIAN JOB DESCRIPTION

Expert Knowledge - Exceptional Service

### *Reports to Maintenance Supervisor*

#### *Responsibilities:*

- *Perform routine inspections of properties to ensure a clean and safe environment*
- *Perform maintenance and repairs on buildings, equipment, and property systems*
- *Inspect the asset; identify liabilities and hazardous property conditions*  
*Work with and take direction from supervisor to resolve and determine action to correct*
- *Prepare apartments for move-in*  
*Evaluate all systems, fixtures, and finishes to ensure properly functioning. Work with inspectors and adhere to city and county code compliance and regulations for occupancy.*
- *Perform janitorial and general grounds clean-up, including common areas, throughout complex*
- *Drive to and from job locations*
- *Perform other related duties as assigned*

#### *Requirements:*

- *Must maintain a valid driver's license and have a clean driving record and reliable transportation*
- *Must have knowledge of basic HVAC, carpentry, drywall, painting, plumbing, electrical, appliance repair, and locks/keys. Vinyl and carpet installation skills are considered beneficial, but not a requirement.*
- *Must be a self-starter, motivated, professional, organized with attention to detail and able to work independently*
- *Ability to work on multiple projects simultaneously*
- *Able to oversee and manage vendors on projects through completion*  
*Quality control checks on work done*
- *Must have basic computer skills*

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