

Maintenance Technician

Description

Summary

Maintenance Technicians are responsible to perform routine and extensive preventative maintenance and repair procedures on buildings, equipment and common property elements, manage subcontractor projects and provide bids. Maintenance Technicians must comply with established policies and procedures.

Duties

- Perform minor repairs to buildings and equipment (must understand when to outsource major repairs).
- Perform preventive maintenance procedures on building structure and equipment on a scheduled basis - inspections, check operational status, replace filters, lights, and broken parts.
- Repair doors, door locks, closets, fences, signs
- Install signs and fences
- Respond to emergency maintenance requests as required (scheduled rotation)
- Perform outside duties such as snow and ice removal, power spraying, and cleaning.
- Obtain estimates for supplies, repair parts, order supplies/equipment as needed
- Operate computer and smartphone to manage work order completion and timecards

Requirements

- Proficient with Microsoft Office products
- Adept at customer service and conflict resolution
- Ability to read and comprehend instructions, correspondence, and memos in English
- Ability to effectively present information in one on one or small group situations to other employees of the organization.
- Analytical and problem-solving skills
- Effective verbal and listening communication skills

WORKING CONDITIONS:

Physical Demands

Maintenance Technicians may spend long hours outdoors depending on the task they are assigned.

Environmental Conditions:

This position requires travel to communities throughout the portfolio, the incumbent must possess a valid driver's license.

Mental Demands:

There are a number of deadlines associated with this position, which may cause stress. The incumbent must deal with a wide variety of people on various issues.

Minimum Education : High School or Equivalent

Job Type : Full Time

Category : Construction/Facilities

Minimum Experience : 2 Yrs