



RIEDMAN

TITLE: Maintenance Technician I
REPORTS TO: Property Manager
JOB STATUS: Part Time, Non-Exempt (Hourly)
SALARY GRADE: 2
SALARY RANGE: \$16.56-\$24.84

POSITION SUMMARY

Performs repairs and upgrades that keep the interior and exterior of a property in top-notch condition. Keeps grounds clean and maintained, completes work orders, and prepares units for future residents.

ESSENTIAL FUNCTIONS

- Completes all maintenance and repairs in a timely, cost-effective manner, and according to all specifications.
- Completes make-ready process of vacant units.
- Completes grounds work which may include picking up trash, sweeping curb and dumpster areas, and maintaining landscaping or other common areas.
- Perform electrical maintenance including but not limited to replacement or repair of fixtures (wall, switches and outlets, bulbs, tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power, and specialty tools.
- Perform plumbing maintenance (replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.)
- Perform painting, carpentry, and masonry work (preparing surfaces, using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.)
- Reconfigure, install, position, and remount furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc. using various hand, power and specialty tools, dollies and hand trucks.
- Prepare surfaces and paints various structures and equipment (walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (sprayers, rollers, brushes, thinners, etc.)
- Performs HVAC maintenance including troubleshooting, changing filters, running duct work, and light repairs.
- Completes pool maintenance (daily cleanings, testing, chemical adjustments, vacuuming, and backwashing, etc.)
- Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other common areas.
- Creates a positive, welcoming, and supportive environment for residents, visitors, and employees.
- Participates in the on-call work schedule and responds to emergency and after-hours calls according to policy.
- Complies with all safety regulations, including the use of safety shoes to prevent foot injuries.

OTHER RESPONSIBILITIES

- Special projects and other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- 1-3 years previous experience in maintenance.
- Basic knowledge of HVAC, refrigeration, electrical, plumbing, carpentry, painting, and other general maintenance skills including basic competence in performing these skills.
- Clean, valid driver's license and reliable transportation to travel around the property.

SKILLS AND ABILITIES

- Ability to manage priorities and workflow.
- Strong interpersonal communication and customer service skills.
- Ability to perform independently, in a changing and multi-tasking environment.
- Strong organizational, problem-solving, and analytical skills.
- Good judgment with the ability to make timely and sound decisions.
- Ability to understand and maintain a safe environment for employees, residents, and guests.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lifting, carrying, pushing or pulling 80 lbs. and constantly moving appliances and heavy machinery correctly and safely.
- Climbing – ascending or descending ladders (up to 30 ft), stairs, scaffolding, ramps, poles, and the like, using feet and legs or hands and arms. Body agility is important.
- Stooping – bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Kneeling – bending legs at knees to come to rest on knee or knees.
- Crouching – bending body downward and forward by bending legs and spine.
- Twisting – twisting torso and spine from side to side.
- Lifting – able to lift 50+ lbs.
- Reaching – extending hand(s) or arm(s) in any direction.
- Able to work in confined spaces, indoors and outdoors in all climates, including working in extreme weather conditions such as snow, rain, storm, heat, etc., loud noises, and unclean environments.