# 

# Position Description

**Position Title:** Maintenance Technician

**Reports To:** Patrick Tucker, Maintenance Supervisor

**Classification:** Full-time, Non-Exempt

## Summary

The maintenance technician is responsible for the upkeep of the property grounds. In this position, you should be skilled in a variety of areas including but not limited to plumbing, carpentry, and electrical systems. Duties include inspecting buildings, maintaining inventory, and scheduling repairs. Your chief responsibility is to preserve the excellent condition and functionality of Keystone’s properties. A successful candidate will be a jack-of-all-trades, with in-depth knowledge of maintenance procedures, hydraulic systems, and basic tools and appliances.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform basic preventative and corrective maintenance such as changing light bulbs and ballasts or ceiling tile replacement, as well as tenant requests such as hanging artwork, shelves, or bulletin boards or moving furniture, file cabinets, etc.
2. Repair, adjust, or replace structural components such as doors, closures, locking mechanisms, window systems, joints/seams, seals, vents, cabinetry, carpets, and walls. Perform carpentry repair and painting projects.
3. Diagnose and make HVAC repairs or adjustments as necessary to maintain interior space comfort levels. Troubleshoot and complete repairs to heat pumps, VAVs, filters, thermostats and controls, chillers, towers, Liebert units, etc. Repair or replace VAV boxes, heat pump units, re-heat coils, unit heaters, motors, or other major systems or components.
4. Inspect building(s), equipment, and systems to identify any issues.
5. Respond to tenant’s work orders.
6. Help develop and implement the budget for the maintenance department.
7. Maintain the inventory records for equipment and supplies.

## Non-Essential Functions and Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Other duties and activities may be assigned by senior management and essential functions are subject to change at any time with or without notice.

## Position Requirements

This position requires a high school diploma or equivalent qualification, coupled with a minimum 2 years’ experience as a Maintenance Tech in property management or real estate.

Competencies for this position include:

1. HVAC Certification
2. Strong knowledge of building trades, cleaning procedures and maintenance
3. Solid understanding of health and safety regulations and practices
4. Strong Knowledge of electrical and hydraulic systems
5. Advanced understanding of general maintenance procedures and techniques
6. Physically capable and available to work overtime including weekends, public holidays, and evenings
7. Effective problem-solving abilities
8. Must be well-organized and able to prioritize tasks
9. Valid driver’s license and reliable transportation
10. Ability to climb stairs and ladders

## Position Preferences

Having a high school degree or equivalent qualification as well as trade school and/or related technical training and continued education.

1. Working knowledge of all rules and regulations surrounding property management
2. Proven ability to communicate effectively, both verbally and in writing with all levels in the organization.
3. Working knowledge of electrical and hydraulic systems
4. Computer literate with capability in email, MS Office, and related communication tools

## Work Environment

This is a full-time position that operates within a residential property, including office space, common areas, resident apartment units, and a maintenance room. Normal days of work are Monday through Friday, however, working outside of normal days and hours are required, depending on workload, on-call status, and project needs. While performing maintenance duties, the employee is exposed to moving mechanical parts; tight spaces; fumes or airborne particles; outside weather conditions; risk of electrical shock; plumbing debris; and common household hazards. While in the office, this position routinely uses standard office equipment, such as computers, phones, and photocopiers. The noise in these work environments can range from quiet to loud.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performance of the required duties will require physical ability to climb permanent and temporary stairs, ability to climb ladders, and to negotiate work areas under repair. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands and fingers to handle or feel objects, tools, and/or controls, coupled with the ability to sit, talk, hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move heavy weight up to 50 pounds.

## Personal Work Relationships

Must have the ability to work well with other employees, as well as with the general public, while maintaining a positive attitude at all times.

## Travel

No travel is expected for this position.

## Supervisory Responsibility

No travel outside of the local metropolitan area is expected for this position.

## Notification

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.