

Ashley Management Corporation

POSITION DESCRIPTION

Position: Maintenance Technician	
Department: Maintenance	Reports to: Maintenance Superintendent
Classification: Non-Exempt	Date: June 2015

PURPOSE: Assist Maintenance Superintendent with maintaining the physical condition of the property according to company operating and safety standards and with adhering to budget guidelines, consistent with the goals of the company by performing the following duties:

Duties & Responsibilities: Essential Duties and Functions are numbered in the list below. Non-Essential Duties may also be listed if appropriate for the position description.	
1.	Maintain a high level of customer service, including communicating effectively with residents, co-workers and vendors.
2.	Maintain the physical condition of the property according to company operating and safety standards.
3.	Be vigilant of property condition in consideration of issues affecting curb appeal and safety. Immediately report to supervisor (or another manager if supervisor is unavailable) any physical condition of the property that jeopardizes safety or is otherwise needing repair.
4.	Ensure that assigned service requests and repairs are made correctly and in a timely manner (within 24 hours or per property policy).
5.	Extended working hours should be anticipated to meet challenging and inconsistent demands of property, including seasonal issues such as snow removal, preparing recreational facilities, high turnover periods, etc.
6.	Serve as dedicated on-call contact as scheduled or as may be necessary due to unpredictable situations in accordance with property policy.
7.	Assist as needed with turnover work, ensuring that vacant units are made rent-ready in a timely manner and finished units are ready for final turnover inspection.
8.	Attend and participate in technical and other training programs to maintain personal skill level.
9.	Be attentive of contractors performing work on property and report any unsafe or inappropriate observations to supervisor. Similarly, report activities by any parties that seem inappropriate or questionable to you.
10.	Assist supervisor by monitoring inventory of parts and supplies according to property guidelines.
11.	Assist supervisor with purchases of parts and supplies.
12.	Adhere to hazard communications program and promote safe work practices.
	Assist with preventive program that minimizes emergency repairs, service requests and the use of outside contractors.
	Other duties as necessary or assigned.

Supervision Provided: No direct reports. Works laterally with other specialists.

QUALIFICATIONS: To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education & Experience (minimum required to enter the position): No specific level of education is required. Minimum of one to two years of previous experience or comparable experience in property management maintenance, other building maintenance or a related trade.	
Required Skills or Knowledge: Must be able to generally diagnose problems with and repair the following: <ul style="list-style-type: none"> • Major appliances • Basic - Intermediate plumbing • Basic – Intermediate electrical • General carpentry • Sanding / Painting / General Finishing • Pool care (depending on property facilities) • Roofs and gutters, minor repairs and maintenance • Foundation/Sidewalk repairs (patching or as defined by Superintendent) • Ice/Snow removal • Carpet, vinyl and ceramic tile repair • Install and rekey locks • Exterior repairs, landscaping activities (as defined by supervisor) • Cleaning / General housekeeping • Mold awareness • Asbestos awareness (when applicable) 	
Technical Competencies:	EPA Certification Type I Valid Driver's License, current automobile insurance and acceptable driving record. Other licenses and certifications as required by federal, state and local law.
Language Skills: Ability to read and interpret documents in English, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to understand safety rules and instructions by direction and physical observation.	
Mathematical Skills: Ability to perform basic math.	
Reasoning Ability: Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.	
Physical Demands and Environmental Conditions: Spend 90% + of time performing hands on repairs/maintenance / turnover work. Ability to transport or move a minimum of 50 lbs. variable distances; the mobility and flexibility to use ladders and to access and work in confined spaces or at heights in excess of eight to nine feet Ability to work outdoors in temperatures exceeding 90 degrees or below 10 degrees Fahrenheit. Ability to personally perform general maintenance repair tasks without endangering themselves, residents or co-workers.	
Equipment Used: Employee is required to provide and maintain basic hand tools. This position may require the use of the employee's personal vehicle to transport tools and supplies around the property. Ability to drive a vehicle without jeopardizing the safety of residents and fellow co workers. Ability to use general maintenance equipment, including but not limited to: hand tools, ladders, paint equipment, refrigerant, shampooers, blowers, power washer, sandblaster, pool chemicals and required safety equipment. Requires individual to wear maintenance uniform and any necessary personal protective equipment (PPE.)	

Approval and Agreement of Position Understanding:	
Manager's Signature: _____	Date: _____
Employee's Signature: _____	Date: _____