

Maintenance Technician

JL Gray

Job Title:	Maintenance Technician	Work Schedule:	Full or Part Time
Reports To:	Site Manager	Exempt Status:	Non-Exempt
Prepared By:	JL Gray	Last Revision:	May 1, 2013
Travel Required:	Less than 10%		

Position Summary:

The Maintenance Technician is responsible for the day to day condition of the property including the buildings and grounds.

Core Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Integrity

Ethical; honest; loyal; trustworthy; discreet and has character in all aspects of their life.

Communication

Ability to lead, motivate, listen, and resolve conflicts. Has a sense of humor, a positive attitude, enthusiasm, compassion and empathy. "Seek first to understand and then to be understood."

Proactive & Effective

Capable of good decision making and judgment; is a self starter, a team player, flexible; follows up and follows through. Sets and achieves goals. Takes responsibility.

Growth

Willing to learn and improve; teachable and coachable; adaptable and open minded; innovative and self aware. Has can do/will do attitude, vision. Strives to find their voice and help others find their voice.

Essential Job Functions:

- Trash pickup
- Maintain common areas including laundry & office
- Complete work orders & make readies
- Painting, cleaning & repairs
- Landscaping
- Monthly inspections
- Preventive & seasonal maintenance
- Order & maintain supplies
- On call
- Eyes & ears of the property
- Communicate with the manager & residents
- Ability to troubleshoot
- Meets deadlines
- Adjust, maintain, and repair tools, equipment, and machines
- Other duties as assigned

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Minimum Qualifications:

Basic education and experience - High school diploma or general education degree (GED) preferred or equivalent combination of education and experience.

Maintenance aptitude test – Must pass the Prove It! General Maintenance test administered by the state Workforce Center.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports. Ability to communicate effectively one on one with customers, co-workers, and vendors. Must be able to speak the predominant language of the residents.

Mathematical Skills – Ability to calculate units of measurement, fractions, proportions, percentages, and area.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Transportation - Must have reliable transportation, a valid driver’s license, and insurance.

Tools – Must have their own tools & know how to use them safely.

Work Environment:

Typical work environment. The noise level in the work environment is usually moderate and continuous, sensitivity of co-workers in close proximity required. The employee must be able to complete their work satisfactorily in an environment where there are significant distractions, including but not limited to staff, clients, and vendors walking through and conversing in the area, telephones ringing and conversations carrying over from cubicles, offices, or common areas, interruptions to answer the telephone or to answer questions from others and occasionally this position is exposed to outdoor weather conditions.

Physical Demands:

Amount of Time

	None	Less Than 1/3	Greater Than 1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands to grasp, handle, or feel				X
Reach with hands and arms				X
Climb and balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell				X

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Section Two: Environmental Conditions & Physical Surroundings

	< 1/3 of the time	1/3 to 2/3 of the time	> 2/3 of the time
EXPOSURE TO WEATHER - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.		X	
EXTREME HEAT - Exposure to non-weather-related hot temperatures	X		
WET AND/OR HUMID - Contact with water or other liquids; or exposure to non-weather related humid conditions.	X		
NOISE - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.	X		
VIBRATION - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities	X		
ATMOSPHERIC CONDITIONS - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes or, the skin.	X		
CONFINED/RESTRICTED WORKING ENVIRONMENT - Work is performed in a closed or locked facility providing safety and security for clients, or fellow workers.	X		

Amount of Time

Lift, carry, push, pull	None	Less Than 1/3	Greater Than 1/3 to 2/3	Over 2/3
Up to 25 pounds			X	
Up to 50 pounds		X		
Over 50 pounds (with assistance)		X		

VISION REQUIREMENTS: Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

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Employee Acknowledgment:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform the essential duties with or without reasonable accommodations. Neither the attached material nor the processes and procedures described therein constitute or imply a contract or guaranty of employment with the employer. All employees are employed at will.

Print Name

Signature

Date