



Maintenance Technician (Level One)

Job Description

Purpose

The Maintenance Technician reports to the Property Manager and is responsible for day-to-day maintenance and repairs at the property.

Responsibilities & Accountability

Essential Functions:

- Performs snow removal tasks, including snow blowing, shoveling, sanding and salting, as needed.
- Performs routine preventative maintenance.
- Regularly inspects sites, suggesting improvements, as needed.
- Troubleshoots plumbing, heating and electrical issues.
- Performs basic plumbing procedures, including repairs, part replacements and installations.
- Performs basic carpentry tasks, including replacing hinges, locks, etc.
- Paints, as needed.
- Performs minor appliance repairs.
- Completes repairs in a timely manner, prioritizing urgent needs.
- Executes unit turnover procedures, preparing vacant apartments for move-in or market listing.
- Performs other duties and tasks, as needed.

Position Requirements

- High school diploma or equivalent.
- Basic carpentry, plumbing and painting skills.
- Fluency in English, with the ability to read and understand work orders.
- Organization, demonstrating attention to detail, with the ability to multitask and prioritize.
- Strong work ethic.
- Flexibility, working varying hours.
- Professional appearance.
- Ability to perform heavy lifting tasks.
- Ability to stand and walk for long periods of time.