

Maintenance Technician**Employee Name:** _____ **Complex:** _____**Classification:** **Non-Exempt** _____ **Exempt** _____**Summary Description**

Positions in the class are normally filled by advancement from the Assistant Maintenance Technician or, when filled from the outside, require prior construction, carpentry, or electrical experience. A Maintenance Technician works under general direction within a framework of established procedures, is expected to perform a wide variety of skilled and semiskilled building maintenance and repair work. Judgment and initiative are required in making decisions in accordance with established guides. There may be supervision and training responsibilities over others.

Maintenance

- Participate in all maintenance projects.
- Participate in all aspects of cleaning and safety responsibilities for the facilities.
- Participation in all aspects of snow removal, trash removal and grounds work as needed.
- Cleaning of the building and various areas as directed by the Maintenance Supervisor or Property Manager.
- On-Call services may be required for emergencies and/or lock-outs during nights or weekends.
- Assist in the renovations on apartment turnovers.
- Complete work order requests in a professional and timely manner.
- Assist in annual apartment inspections.
- Perform preventative maintenance as required and directed by Supervisor.
- Possess knowledge of building layouts, locations and function of equipment.
- Possess knowledge of property regarding water shutoffs, gas shutoffs, sewer clean outs, apartment shutoffs, etc.
- Repair and maintain equipment and machinery, plumbing, physical structure, grounds and electrical wiring and fixtures in accordance with blueprints, manuals, and building codes, using hand tools and carpenter's, electrician's, and plumber's tools.
- Perform routine maintenance on machines; replaces or repairs machine belts; removes dust, dirt, grease, and waste materials from machines; paints machines or equipment to prevent corrosion.
- Install electrical equipment and repair or replace wiring, fixtures, and bulbs.
- Repair or replace brick and plaster walls.
- Paints walls, floors, ceilings, or fixtures.
- Repair and replace gauges, valves, pressure regulators, and other plumbing equipment and opens clogged drains.
- Repairs various types of furniture, doors, windows, floors, appliances, lockers, gates, roofs, and ceilings, cabinetry; builds sheds and other outbuildings; digs ditches, trenches, and post holes; patches and repairs sidewalks and streets; maintains grounds.
- Deliver notices to Residents

Administrative Responsibilities

- Provide accurate record keeping of work completed and all required reporting systems.
- Respond to Supervisor directives in a timely fashion.
- Must advise Supervisor of any potential security problems and/or incidents in a timely manner.

Employment Standards

Education/Experience: Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. A typical way to obtain the skill and knowledge would be sufficient formal or informal education to ensure the ability to read, write, and perform mathematical computations at a level required for successful job performance. Typical qualifications would be equivalent to:

Two (2) year’s experience performing building maintenance and repair work.

Knowledge: Standard tools, materials, methods, and practices involved in building, maintenance and repair, including carpentry, plumbing, electrical, and painting; safe work practices; estimating materials and labor need; supervising and training others.

Skill: Self-starter with initiative and ability to follow through on assignments; work independently from general instructions. Reading and interpreting blueprints, manuals, and building codes; analyzing and evaluating situations and using independent judgment and initiative in taking effective action; making mathematical calculations quickly and accurately. Operating and caring for electrical, carpentry, plumbing, and construction hand and power tools; setting priorities; communicate clearly and concisely orally and in writing; ability to train and develop staff. Must be able to lift 100 lbs, climb and work from ladders.

Licenses/Insurance: Possession of a valid motor vehicle operator’s license and willingness to use personal transportation in the course of performing duties. Ability to be bonded and possession of current insurances required.

Requirements: Ability to interact and get along with staff, residents, vendors, contractors, et. Al. Attendance at management/staff meetings, assist with all work as needed. Advise Property manager of any potential security problems/incidents in a timely manner. Must be willing and able to work at other locations as needed.

Employee Name: _____ Date: _____

Manager: _____ Date: _____

NOTE: This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

Please send resume to: hr@waboston.com