

Maintenance Technician Description

SKILLS, KNOWLEDGE & PERSONAL CHARACTERISTICS:

General apartment maintenance experience, knowledge of appliance repair, light carpentry, plumbing and electrical knowledge, knowledge of safety procedures, safety conscious, steady and dependable, ability to work with pressure of deadlines, and ability to flex work schedule to accommodate after hour and weekend emergencies.

SUMMARY OF FUNCTIONS:

Responsible for maintaining the physical condition and appearance of the site. Organize, coordinate and manage the overall maintenance programs including exterior property appearance, timely work order service, quality make-ready program, and cost-effective inventory control of the property. Required to be "on call" 24 hours.

MAJOR DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to:

- 1) Diagnose and perform minor and routine maintenance/repair in a timely and professional manner. Assure all service requests are completed on a daily basis. Accurately document work performed on service request, including parts and return to supervisor by end of day.*
- 2) Promote good public relations with residents, co-workers, and company staff through great "people" attitude and resident trust. Always display a friendly and courteous attitude towards residents and other employees. Never confront supervisor or other employees in front of residents.*
- 3) Inspect vacated apartments and complete make-ready checklist. Inform maintenance supervisor of needed services and repairs.*
- 4) Complete special projects as may be assigned and prioritized by the maintenance supervisor and on-site manager.*
- 5) Perform building and common area upkeep on a daily basis in accordance with company standards. Assist in keeping grounds neat and free of litter.*
- 6) Maintain accurate records and provide resident training as required.*
- 7) Perform effective emergency maintenance (after hours) as required.*
- 8) Perform, and report on, all work according to the safety standards of the company.*

Physical Requirements: *Ability to lift up to 75-100 lbs. necessary for installation and removal of appliances. Ability to operate all necessary hand tools to make repairs. Ability to kneel, crouch, climb, crawl, etc. to reach items in need of repairs. Ability to drive to and from job sites. Tolerance to all extremes of hot and cold weather, as may be necessary.*

Transportation: *Must have dependable vehicle to transport tools and equipment to job sites. Must provide proof of valid driver's license and liability insurance for same.*

Please submit resume and salary requirements for consideration.

Maribel Concepcion, CPMC, NAHP®

Director of Property Management

National Investments, LTD

1414 Atwood Avenue, Suite 260

Johnston, RI 02919

(401)272-9870, Ext. 139

(401)276-7595 fax

(401) 265-4848 cell

mconcepcion@carpionatogroup.com