



1372 Broadway, Somerville MA, 02144 - Office-617-625-7150 - Facsimile-617-625-3741

## MAINTENANCE TECHNICIAN

**General Statement of Duties:** Performs maintenance duties necessary to maintain the physical condition and appearance of the property that will enhance the value of the community utilizing company operating and safety standards. Ensures that service requests and minor repairs are made correctly in a timely manner.

### Supervision

Reports to Maintenance Supervisor.

No supervisory duties required unless it is temporarily assigned.

Nonexempt Position

### Essential Functions of the Position:

Performs various maintenance functions including minor repairs that *do not require the need for a license* in the following areas: electrical, plumbing, appliances, flooring, carpentry, painting, heating/air issues.

- Completes minor repairs and improvements in vacant units for market ready status in a timely manner.
- Performs general carpentry duties such as wallboard repair, countertop/cabinet replacement, finish carpentry, window/glass repair, door/lock repair, and ceramic tile repair. Assists with vinyl floor, cove and wall base installation.
- Maintains equipment to function properly and comply with all safety standards.
- Monitor and organize inventory.
- Responsible for snow removal during any and all hours determined by the weather and designated by Supervisors and Managers.
- Assists with trash removal and keeping the grounds and common areas free of trash and debris.
- Performs emergency on-call service for after-hours maintenance-related issues as required.
- Performs assigned preventive maintenance duties and tasks.
- Assisting in the safeguarding of company equipment, materials, common areas, mechanical rooms, and vacant apartments.
- Assists in minimizing energy and utility usage.
- Assists cleaning staff and perform cleaning duties as required.
- Completes special projects as assigned by Maintenance Supervisor or Property Manager.
- Enforces and adheres to company policies, rules and regulations.
- Assists office staff as needed.
- Preserves and respects resident and applicant confidentiality.
- Participates in and completes training seminars and on-line trainings as requested.

We are an Equal Opportunity Employer and offer a competitive salary and benefits package including a company match 401K plan, medical and dental insurance, company paid life insurance and short-term disability benefits. Interested applicants should forward resumes to Jack Alger at [jalger@firshartford.com](mailto:jalger@firshartford.com).

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