



## MAINTENANCE TECHNICIAN JOB DESCRIPTION

### General Summary

The Maintenance Technician provides the basic mechanical maintenance for the property as directed by the Maintenance Superintendent.

### Major Duties

1. Provides general plumbing, electrical, carpentry, painting and HVAC repairs throughout the property.
2. Performs necessary work orders and documents necessary information on work order forms.
3. Closes work orders in Yardi.
4. Reports major incidents or repairs to the Maintenance Superintendent.
5. Prepares vacated apartments for move-in within a designated time frame.
6. Provides emergency on-call response to the property as directed by the Maintenance Superintendent and responds to the property within 30 minutes in the case of an emergency.
7. Maintains the workshop, utility room(s) and mechanical rooms to ensure the rooms are kept clean, orderly, and safe from potential hazard.
8. Assists in maintaining building logs.
9. Assists in overseeing third-party vendors or general contractors and escorts such vendors while on site.
10. Participates in snow removal.
11. Conducts routine preventative maintenance throughout the property as directed.
12. Provides maintenance coverage at other sites when required.

This Job Description assumes that the property also employs Porters and Groundskeepers either as Trinity employees or as third-party vendors. If that is not the case, the Maintenance Technician is also responsible for all such duties as outlined in the Porter and Groundskeeper Job Descriptions.

This is a general Job Description for this position. There will be times when the job responsibilities may be modified or additional duties may be assigned.

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### **Supervision Exercised**

No supervisory responsibility.

### **Supervision Received**

Responsible to Maintenance Superintendent, Senior Maintenance Superintendent and Property Manager.

Performs regular duties independently using own technical knowledge and judgment. Alerts supervisor to serious problems of non-compliance.

### **Special Requirements**

A valid driver's license is required for all sites in which a Company vehicle will be operated.

### **Tools and Equipment Used**

Motorized vehicles, power and hand tools and equipment for snow removal, carpentry, painting, plumbing, and minor electrical work. Janitorial tools including floor buggers, steam cleaners, washers, vacuums, mops and brooms. General office supplies such as a phone, portable radio, calculator, computer, copy machine, printer and fax machine.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is required to climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet, cold and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet to moderately noisy in the building and moderately noisy when in the field.

## Selection Guidelines

Formal application rating of experience and education, oral interview and reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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