

# MAINTENANCE TECHNICIAN

Job Code:		Division:	
Branch:		Department:	
Reports To:	<b>Superintendent / Property Manager</b>	Pay Grade:	
FLSA Status:	<b>Non-Exempt</b>	Employee Type:	<b>Full Time</b>
Prepared By:	<b>Susan Kelly</b>	Date Prepared:	
Approved By:	<b>Susan Kelly</b>	Date Approved:	

## Summary

Maintains overall cleanliness and maintenance of the building by performing the following duties.

## Essential Duties & Responsibilities

- 1.Maintains maintenance request forms and apartment files.\*
- 2.Participates in annual inspection of apartments.\*
- 3.Upholds a high standard of building maintenance and cleanliness.\*
- 4.Refurbishes apartments prior to new move-ins.\*
- 5.Responds timely to all maintenance requests/work orders to include plumbing, carpentry, electrical, appliance repair, HVAC, and pest control.\*
- 6.Performs daily landscaping duties to include snow removal, planting, removal of plants, and clean-up of ground during spring, summer, fall and winter.\*
- 7.Communicates to Management situations (resident and site) which require advisement.\*
- 8.Participate in vacation shift coverage and shared on-call responsibilities for emergencies after hours, evenings, and on weekends.\*

## Other Duties

- 9.Responds to resident health emergencies with Management.
- 10.Assists in processing invoices for payment.
- 11.Responds to all building emergency situations in conjunction with or in absence of Superintendent twenty-four hours a day.
- 12.Performs duties of Superintendent in their absence.
- 13.Attends and participates in industry-related training.
- 14.Complies with all company policies and procedures.
- 15.Performs other related duties as assigned.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education / Experience

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience.

## Language Ability

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual must have basic computer skills.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; outdoor weather conditions; extreme cold (non-weather); extreme heat (non-weather) and vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually moderate.

Equipment:

Large and Small Hand Tools  
Snow Removal Equipment  
Landscaping Equipment

**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 this 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 regularly required to stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Special Skills / Certificates**

Special Skills:

Project Management  
Time Management  
Organization  
Resident Relations  
Technical Communication  
Written and Oral Communication  
Professionalism

Certificates and Licenses:

Valid Driver's License

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Employee's Signature

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Date

Please send resumes to:

Rosa Murillo, The Boston Land Company Management Services, Inc.

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