

## **Maintenance Technician Job Description:**

- Carry out responsibilities of electrical, carpentry, plumbing, appliance repair, painting, and other typical apartment repairs.
- Support the Maintenance Supervisor with daily work orders, unit turns, preventative maintenance, and any other duties assigned.
- Adhere to the dress code as established by management
- Use proper protective equipment when necessary and follow safety procedures.
- Complete work orders electronically and manually.
- Ability to maintain and upkeep maintenance shop for inventories on parts, tools, and supplies.



## **Job Requirements:**

- Two years of experience in resident maintenance and HVAC Certification preferred
- Knowledge in the areas of carpentry, plumbing, appliance, electrical, and other typical apartment repairs.
- Strong communication skills to effectively interact with residents, clients, team members, and other business contacts, respond courteously to questions and requests, and stay calm when addressing and resolving customer problems.
- Dependability and reliability in following through with responsibilities
- A valid state driver's license and current insurance.
- Must be available for emergency on-call rotation as required.



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