



Job Description

Job Title – Maintenance Mechanic

Nature of Work:

The Maintenance Mechanic reports directly to the Property Manager. The Maintenance Mechanic is responsible for maintenance of all physical functions of buildings and associated grounds as may be assigned.

Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Inclusiveness.
- Speak, write, read, and understand the English language well enough to perform the essential duties of the job.
- Troubleshooting various forms of property equipment and restoring to working order.
- Ability to meet deadlines.
- Reliable transportation and possession of a valid driver's license. May be required to commence/transfer to/end the workday at different locations.
- Participates in providing 24-hour maintenance emergency coverage and the routine emergency response schedule (weekends).
- Possess math skills for adding, subtracting, multiplying, and dividing sufficiently to perform job duties. Understands measurement systems used in the trade.
- Possess the dexterity to use a computer, phone, and maintenance equipment.
- Able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds unassisted.
- Must be able to hear with or without amplification devices.
- Ability to prioritize work effectively with others and in a self-directed manner.
- Demonstrate a self-motivated attitude and ability to comprehend the importance and confidential nature of all information.

Job Duties:

- Schedules, coordinates, and timely performs a wide range of maintenance and repair operations in turning over vacant units, including but not limited to, HVAC, carpentry, electrical, and plumbing.
- Develops and ensures compliance with preventative and deferred maintenance programs.
- Responsible for the completion of all maintenance service requests. Work orders are expected to be completed in a timely and efficient manner.
- Conducts general carpentry, drywall, painting and minor electrical work.
- Orders, replaces and/or repairs all apartment appliances.
- Installs and repairs plumbing and electrical fixtures.
- Performs sidewalk snow removal and salting on a timely basis.
- Maintains equipment, storage and work areas in a clean and orderly condition.
- Stocks, organizes, orders, and maintains maintenance supplies with the approval of the Property Manager. Maintains adequate inventory to meet the property's needs.
- Performs maintenance-related work as needed for the outside areas of the property.
- Communicates effectively with the Property Manager on all maintenance issues.

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Other Duties:

Other duties as assigned by the Property Manager and/or a member of the Executive Leadership Team. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

- High school diploma or GED; additional technical training preferred.
- Basic knowledge/understanding in HVAC, boilers, carpentry, electrical, plumbing, appliances, various machinery, drywall and roof repairs, lawn and tree care, and painting.
- Two years' related experience in apartment complex upkeep and maintenance is preferred.
- Proficiency in hand and bench power tools.
- Computer literacy skills; and
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent written and oral communications skills; and ability to meet deadlines.

Work Conditions:

This job operates in a building containing multiple housing units. This role routinely uses standard maintenance equipment and tools; occasionally uses office equipment. This is a smoke-free environment.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is frequently exposed to outside weather conditions, dust, and dirt. The employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. Occasional exposure to heat, cold, fumes, odor, and noise. Seldom exposed to dryness, wetness, vibration, and poor ventilation.

Supervisory Responsibilities:

The Maintenance Mechanic does not perform any supervisory duties.

FLSA Status: Non-Exempt

Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Maintenance Mechanic position.

Employee

Date