

## **POSITION DESCRIPTION**

Position: Maintenance Technician  
Program: Sage Street Village  
Reports to: Community Administrator  
Status: Non-exempt  
Date Prepared: 11/2018

### **POSITION SUMMARY:**

The Maintenance Technician is responsible for assuring quality, building maintenance, repair, and custodial upkeep in a safe, non-judgmental manner to all tenants. Duties are performed professionally and compassionately supporting the safety and the integrity of all tenants as it relates to the housing site objectives. Work is also performed in a cost effective and service oriented manner as it relates to established organizational standards.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for preventive maintenance of building heating/air conditioning units, maintenance of interior/exterior common areas, renovating apartments for new tenants, repairing apartment deficiencies as they occur, and general inspection of building perimeter and facility grounds, and parking areas.
  - 1. Maintain and make repairs, as needed, of the interior and exterior of the building to meet all county codes and to insure all equipment is in safe working order.
  - 2. Maintain all plumbing and electrical services, i.e., electrical fixtures, lighting, toilets, sinks, drains, equipment, tools, etc. to be in good working order for apartments and common areas, i.e. restrooms, laundry facilities, recreation rooms, kitchens, etc.
  - 3. Conduct required inspections of heating/cooling systems and smoke detectors.
  - 4. Provide emergency repairs to assure safety and security of tenants and facility.
  - 5. Select, purchase and pick-up repair materials as needed.
  - 6. Responsible for inventory control and utilization of maintenance equipment and supplies.
  - 7. Maintain accurate records regarding preventive maintenance, service request, apartment make-ready and periodic inspections.
  - 8. Maintain adequate lighting for interior and exterior of property.
  - 9. Make recommendations to Community Administrator on necessary maintenance repairs, preventive maintenance and property improvements.
  - 10. Schedule maintenance on all equipment based on the manufacturer's recommendations.
  - 11. Maintain SDS manual.
  
- B. Responsible for maintaining facility in a clean, sanitary and presentable manner at all times.
  - 1. Vacuum and dust interior and exterior common areas and light fixtures daily.
  - 2. Vacuum carpets, sweep and clean floors of vacant units following the make ready form.
  - 3. Clean public restrooms and laundry rooms daily and check supplies.
  - 4. Wash windows and glass in common areas on a periodic basis.
  - 5. Sweep wash and wax floors in interior and exterior common areas weekly.
  - 6. Remove trash and debris in interior common areas daily.

7. Participate in the inspection of common areas of hazardous or unsafe condition, physical damage, or any other form of deterioration and report those conditions to management.
  8. Monitor and requisition cleaning supplies as needed.
  9. Assist with other projects as assigned by the Community Administrator.
- C. Responsible for all areas of daily communication with administration to stay in compliance with company policies.
1. Document and report all tenant concerns and/or infractions that can impact security.
  2. Complete all incident reports and logs as required.
  3. Secure approval for exceptions to standard policy.
  4. Notify management of potential workflow problems and resource needs necessary to attain performance standards.
  5. Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives. This would include weekend on-call coverage.
  6. Communicate with on site staff, Community Administrator, Administrative Assistant, and external county/state/city program representatives as required.
  7. Direct available resources as required.
  8. Comprehend and adhere to ethical standards, program philosophy guidelines, and confidentiality laws.
- D. Responsible for the assistance of training and development of new staff.
1. Assist the Community Administrator in the training of new employees as requested to assure quality work outcomes.
  2. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for tenants and all personnel.
- E. Responsible for self-development
1. Continually learn and enhance technical and interpersonal skills.
  2. Attend staff meetings/assigned training and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

This position requires demonstrated ability to perform plumbing, electrical, and basic carpentry skills. It also requires the ability to communicate and comprehend oral and written instructions and to provide services to tenants without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to seniors, lower economic-status individuals, minorities, and persons with disabilities. Must have organizational skills, the flexibility to work irregular hours and have the willingness to function as a team member. Requires at least one year of experience in building maintenance. A valid Nevada driver's license, proof of insurance, and a clean driving record is required.

**SPECIFIC SKILLS REQUIRED:**

- A. Must have general building maintenance skills, i.e., building layout, material, and equipment, as well as the following:
1. Understanding of HVAC, plumbing, general carpentry
  2. Ability to identify / understand structural / mechanical / electrical systems

3. Knowledge of finishes, fixtures and furnishings
- B. Routine / preventive maintenance skills, as well as the following:
1. Ability to follow documented instruction / guidelines
  2. Understand inspections / scheduling
  3. Ability to identify replacement/repair needs beyond normal maintenance
- C. Be able to safely operate/ care for:
1. Hand tools
  2. Power tools
  3. Electrical test equipment
  4. Gauges, meters and other measuring devices
  5. Other diagnostic test equipment
- D. Must have vocational literacy, to create and understand the following:
1. Daily work reports and inventory information
  2. Requisitions
- E. Must have general analytical and mathematic skills to:
1. Perform simple calculations using “shop math” for linear, spatial and volumetric measurements
  2. Perform accurate calculations for estimated cost of simple projects or providing service including labor, materials and equipment

**PHYSICAL REQUIREMENTS:**

Lift and move up to 50 pounds  
 Physically able to safely maneuver weight distribution of maintenance supplies  
 Must be capable of climbing extension ladders to access roof and windows to make necessary repairs.  
 Stand, walk, bend, stoop, kneel, and sit frequently  
 Work in all weather conditions

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Community Administrator or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position may require contact with county/state/city and business entities, tenants, and all levels of staff. The Maintenance Technician is responsible for promoting company image and adhering to

company practices and procedures, while establishing and maintaining good working relationships with all tenants. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss can occur if repairs are not made in a timely manner.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Maintenance Technician job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_