

Pen Bay Builders, Inc.

JOB DESCRIPTION **Maintenance Technician**

Maintenance Technicians require prior construction, carpentry, or maintenance experience. A Maintenance Technician works under general direction within a framework of established procedures, is expected to perform a wide variety of skilled and semiskilled building maintenance and repair work. Judgment and initiative are required in making decisions in accordance with established guides.

ESSENTIAL FUNCTIONS

- Participate in all maintenance projects.
- Solicit bids/proposals to replace/repair items as needed. All bids and proposals must be approved by Regional Property Manager.
- Participation in all aspects of snow removal, trash removal and grounds work as needed.
- Cleaning of the building and various areas as directed by the Regional and/or Site Manager.
- On-Call services are required for emergencies and/or lock-outs during nights or weekends.
- Assist in the renovations on apartment turnovers.
- Complete work order requests in a professional and timely manner.
- Assist in annual apartment inspections.
- Perform preventative maintenance as required and directed by Supervisor. Follow preventative maintenance plan.
- Possess knowledge of building layouts, locations and function of equipment.
- Possess knowledge of property regarding water shutoffs, gas shutoffs, sewer clean outs, apartment shutoffs, etc.
- Repair and maintain equipment and machinery, plumbing, physical structure, grounds and electrical wiring and fixtures in accordance with blueprints, manuals, and building codes, using hand tools and carpenter's, electrician's, and plumber's tools. Using license contractors when required.
- Perform routine maintenance on machines; replaces or repairs machine belts; removes dust, dirt, grease, and waste materials from machines; paints machines or equipment to prevent corrosion.
- Repairs, paints walls, floors, ceilings, or fixtures.
- Repairs various types of furniture, doors, windows, floors, appliances, lockers, gates, and ceilings,
- Cabinetry
- Digs ditches, trenches, and post holes
- Patches and repairs sidewalks and parking lots
- Notify Regional Property Manager when specific repairs require licensed technicians.
- Notify supervisor of any tenant related issues such as housekeeping, damages, etc.
- Maintain inventory of supplies and equipment.
- Deliver notices to Residents
- Provide accurate record keeping of work completed and all required reporting systems.
- Respond to Supervisor directives in a timely fashion.
- Must advise Supervisor of any potential security problems and/or incidents in a timely manner.
- Coordinate scheduling vendors and placing orders with Site Manager. All orders are to be reviewed by Site Manager prior to order being placed. All orders over \$300 required Regional Property Manager's approval.
- Maintain resident confidentiality.
- Professional conduct and appearance at all times
- Completes training programs as required by company, federal and state guidelines (ongoing).
- Other duties as assigned.

QUALIFICATIONS

Education/Experience: Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. A typical way to obtain the skill and knowledge would be sufficient formal

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or informal education to ensure the ability to read, write, and perform mathematical computations at a level required for successful job performance. Two (2) years' experience performing building maintenance and repair work.

Knowledge: Standard tools, materials, methods, and practices involved in building, maintenance and repair, including carpentry, plumbing, electrical, and painting. Correct English usage, grammar, spelling, punctuation, and arithmetic; Safe work practices. Estimating materials and labor need.

Skill: Self-starter with initiative and ability to follow through on assignments; work independently from general instructions; reading and interpreting blueprints, manuals, and building codes; analyzing and evaluating situations and using independent judgment and initiative in taking effective action; making mathematical calculations quickly and accurately. Operating and caring for carpentry, plumbing, and construction hand and power tools; setting priorities; communicate clearly and concisely orally and in writing. Ability to work with diverse ethnic and low-income families in a professional manner.

Licenses/Insurance: Possession of a valid motor vehicle operator's license and willingness to use personal transportation in the course of performing duties. Ability to be bonded and possession of current insurances required.

Requirements: Ability to interact and get along with staff, residents, vendors, contractors, et. Al. Attendance at management/staff meetings, assist with all work as needed. Must be willing and able to work at other locations as needed. Ability to deal tactfully with a variety of people under constantly changing circumstances using tact and diplomacy. Ability to handle emergency situations and pressure due to complexity and time sensitivity

PHYSICAL REQUIREMENTS

- Must be able to lift 50 lbs.
- Must be able to bend, kneel, reach, squat, and climb
- Must be able to work from ladders

NOTE: THIS DESCRIPTION IS NOT INTENDED TO BE A COMPLETE STATEMENT OF JOB CONTENT, RATHER TO ACT AS A GUIDE TO THE ESSENTIAL FUNCTIONS PERFORMED. REASONABLE ACCOMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. MANAGEMENT RETAINS THE DISCRETION TO ADD OR CHANGE THE DUTIES OF THE POSITION AT ANY TIME. INDIVIDUALS WHO WORK AT REALTY RESOURCES MANAGEMENT ARE "AT WILL" EMPLOYEES. A MORE COMPLETE EXPLANATION OF REALTY RESOURCES MAMAGEMENT PERSONNEL PROCEDURES IS DESCRIBED IN THE PERSONNEL MANUAL.