



JOB TITLE: Assistant Maintenance Technician
REPORTS TO: Community Manager

PRIMARY RESPONSIBILITY

Ensure all vacated apartments are thoroughly restored to market ready status, and that service requests are completed in a timely manner. Assumes the responsibilities of the Service Supervisor in his/her absence.

ESSENTIAL DUTIES and RESPONSIBILITIES

- ✓ Monitors and replaces lights as necessary.
- ✓ Repairs and/or replaces windows, latches, screens, hinges, sliding glass doors, shelves, smoke alarms, baseboards, mirrors, closet doors, ceiling fans, mini blinds, faucets, sink plugs, washers, holes in the walls, and hangs drapes.
- ✓ Repair all appliances and reports problems to Service Supervisor or Community Manager.
- ✓ Monitors and changes locks, and make keys as necessary.
- ✓ Performs exterior repairs to sinks and bathtubs, and minor repairs and replacement of bathroom tile.
- ✓ Required to be on-call.
- ✓ Performs other tasks assigned by supervisor.
- ✓ Additional duties as assigned.

REQUIREMENTS

Asst. Maint Technician: Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations. Normally receives no instruction on routine work, general instructions on new assignments. 2-4 years of practical experience with demonstration of required skills. Make-ready experience helpful with good understanding of pools, plumbing, electrical, etc.. Fair housing training and certification for Apartment Maintenance Technician preferred. Additional Certifications (i.e. HVAC) typical. Must have knowledge of OSHA requirements. Drywall and painting experience may be required for smaller properties.

PHYSICAL DEMANDS

While performing the duties of this job, the following functions are required:

CONSTANTLY: standing/walking, bending/stooping/squatting, pushing/pulling, grasping/gripping, reaching above the shoulder, climbing, lifting between 0 and 25 pounds.

FREQUENTLY: coordination of hand/eye/foot, finger dexterity, lifting between 26 and 50 pounds.

Interested candidates should send their resumes to Angie Vokt at angie.vokt@foundcom.org