

BELLA INVESTMENT GROUP, LLC

Job Description – Maintenance Technician



TITLE: MAINTENANCE TECHNICIAN
SUPERVISOR: PROPERTY MANAGER/MAINTENANCE MANAGER
LOCATION: ALL COMMUNITIES

JOB BRIEF:

- The Maintenance Technician is to assist the Maintenance Manager in maintaining the physical integrity of the community. This involves insuring a safe, secure and comfortable living environment for residents, visitors and staff. The Maintenance Technician will carry out assigned duties in a safe manner and other duties as requested by the Maintenance Manager. In the absence of the Maintenance Manager, the Maintenance Technician will assume all maintenance responsibilities.
- Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

DUTIES AND RESPONSIBILITIES:

Preventative Maintenance/Safety

- Must be knowledgeable of pertinent laws and EPA and OSHA regulations governing proper storage and management of hazardous materials, including solvents, flammables, caustics and Freon.
- Constantly be aware of condition of apartment property throughout the community and immediately initiate action to correct unsafe conditions, e.g., broken glass leading to the pool, broken steps, open holes, broken/burned out exterior lights.
- Schedules and performs routine preventative maintenance on all appropriate equipment as directed by Maintenance Manager and Property Manager. Inspects and maintains all tools in excellent condition.
- Be aware of all utility meter cut-offs, apartment and fixture cut-offs, sewer cleanouts.
- Performs work area clean-up and safety related duties.
- Ensures that storage areas remain locked when not in use.

General

- Diagnoses and performs minor and routine maintenance/repair involving the following on a daily basis.
 - Electrical and plumbing (including water lines).
 - A/C and heating systems.
 - Appliances (when applicable).
 - Water irrigation systems.
 - Stairs, gates, fences, patios, railings.
 - Tile, carpet, flooring.
 - Roofing, gutters, fasteners.
 - Interior/exterior lights.
 - Curbs, driveways, office entryway
 - Fireplaces, ceiling fans.
 - Gas fixtures and appliances (where applicable).
 - Shutters, doors, cabinets, windows, sliding glass doors.
 - Boiler, gas and electric.

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General (Continued)

- Door locks, P.O. boxes and locks.
- Security systems (where applicable).
- Ceiling leaks.
- Walls.
- Pool areas, tile, spa, pool furniture.
- Inspects and helps coordinate all needed make-ready repairs and services. Assists in make ready process to meet deadlines.
- Reports all major repairs and requisitions to Property Manager prior to any expenditure of funds.
- Changes locks and makes keys.
- Removes and transfers heavy appliances and equipment from storage area to apartment (or vice versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., to dumpster when necessary.
- Be knowledgeable of inventory levels of spare parts and supplies and inform Maintenance Manager of shortages.
- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.
- Performs any additional duties as assigned by the Property Manager or District Manager.

QUALIFICATIONS:

Position requires at least one (1) years experience in apartment maintenance or equivalent field.

Equipment Requirements – Wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate. Back support belts are optional and provided at employee request.

Work Hours – Forty (40) hours per week are required. Weekends as circumstances warrant; on-call on a rotating basis and for emergencies.

Knowledgeable and skilled in the safe use and maintenance of the following tools:

- Hand Tools – Various wrenches, hammer, grips, saws, sledgehammer, snips, posthole diggers, etc.
- Power Tools – Wrenches, grinders, sanders, drills, saws, etc.
- User-Moved Aids – Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders.
- Mechanical Equipment – Motors, pumps, compressors, blowers, electric and hand power augers, etc.
- Measuring Devices – Calipers, voltmeters, ohmmeters, testing meters, PH tests, gauges, etc.

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PHYSICAL REQUIREMENTS:

- ❑ Constant need to be on feet.
- ❑ Have constant need to perform the following activities:
 - Bend/Stoop/Squat/Kneel – Perform routine maintenance/repairs, pick up tools and needed equipment.
 - Climb Stairs – Service requests, make-ready needs for 2nd and 3rd floor apartments.
 - Push or Pull – Move equipment, appliances, open and close doors, etc.
 - Reach Above Shoulder – Perform routine maintenance/paint/repairs, stock and remove equipment, parts, etc.
 - Climb Ladders – Perform routine maintenance/repairs.
 - Grasp/Grip/Turning – Handle tools and equipment, perform routine maintenance/repairs.
 - Finger Dexterity – Handle tools and equipment, performs routine maintenance/repairs.
- ❑ Constant need to perform the following physical activities:
 - Writing – Inventory maintenance, requisition requests, required maintenance reports.
 - Lifting/carrying (supplies, replacement parts, ladders, etc.) – Lifting and carrying weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include washer/dryer, refrigerators, A/C units, abandoned sofas, etc.

VISION REQUIREMENTS:

- Constant need to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from staff and residents. Constant need to see small detail when performing routine maintenance duties.
- Frequent need to see things clearly beyond arm's reach (oversee assistants, observe problems throughout the property).

HEARING REQUIREMENTS:

- Constant need to communicate with assistants, resident staff, vendors and residents. Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS:

- Constant need to verbally communicate with assistants, resident staff, vendors and residents.

DRIVING/TRAVELING REQUIREMENTS:

- Frequent need to utilize personal transportation to pick up replacement parts and supplies from vendors. Rotation "on call" status may occasionally require expedient travel to assigned property at a moment's notice. Pick up from and deliveries to the Corporate Office.
- **Must have a valid driver's license and automobile insurance coverage.**

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WORKING ENVIRONMENT:

- Indoors. Frequently outdoors, all conditions, often for extended periods.
- Occasional exposure to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.
- Frequent need to work in awkward and confining positions.

REASONING DEVELOPMENT:

- MODERATE. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.