

Job Code:		Salary Band:	
FLSA:		WCC:	
Function:		Last Revision Date:	

Job Summary

A maintenance technician is responsible for cleaning, maintaining, and repairing building fixtures including lights, locks, windows, doors, window and door screens, flooring material, gutters, and drains. The maintenance technician will take care of maintenance duties involving carpentry, painting, plumbing, and electrical repairs to guarantee that the building is properly and safely maintained.

Job Duties and Responsibilities

Duties include but are not limited to:

- Perform routine preventive maintenance to ensure that building systems operate efficiently and that the physical condition of buildings do not deteriorate.
- Perform maintenance tasks such as carpentry, painting, plumbing and electrical repairs to ensure that the building is properly maintained.
- Clean and repair building fixtures including lights, locks, windows, doors, screens, walls, floors, gutters and drains.
- Operate and perform routine maintenance and repairs on HVAC equipment and related systems.
- Other duties as assigned.

Knowledge and Skills

- Knowledge of general maintenance requirements, (documentation, safety, required reporting, regulations, etc.)
- Knowledge of electrical and plumbing codes and maintenance requirements, (documentation, safety, required reporting, regulations, etc.)
- Knowledge of OSHA worksite and personal safety requirements.
- Knowledge of State or local governmental safety requirements.
- Professional communication skills (phone, interpersonal, written, verbal, etc.).
- Professional customer service skills.
- Interpretation and completion of verbal and/or written instructions at a proficient level.
- Knowledge of company policies, procedures and forms.
- Time management and time critical prioritization skills.
- Self-motivated, proactive, detail oriented and a team player.

Education and Experience

- High School Diploma or GED Required
- 3 – 5 years of directly related or closely related experience

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Associa is an Equal Opportunity Employer.

Certifications or Licenses

- n/a

Travel Requirements

- Travel may be required

Working Conditions

- Typical outside work environment (frequent standing, walking, lifting and/or operating powered equipment using proper safety techniques or tools).
- Overtime required (on-call, weekends, 24hr emergency, etc.)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and to reach above shoulders with hands and arms in order to file a variety of documents; use hands and fingers to input data to information system; and talk or hear in order to gather and provide information on departmental processes. The employee is often required to sit in order to process information and conduct data entry activities.

ENVIRONMENTAL DEMANDS

Work is performed in a climate-controlled office without exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.