



JOB DESCRIPTION

MAINTENANCE TECHNICIAN

The maintenance technician performs various maintenance duties necessary to maintain and enhance the value of the community. A maintenance technician handles, repairs, and improvements of vacant apartments for a market ready status. This individual works as a team participant along with the maintenance staff to ensure the community meets the quality maintenance standards set by Pettinaro.

A. ESSENTIAL FUNCTIONS:

- 1.** Prepares or assists in preparing all vacant apartments to a market ready condition.
- 2.** Performs various community maintenance functions. These functions may include, but are not limited to:
 - a. Light Bulb Changes
 - b. Caulking
 - c. Filter Changes
 - d. Painting
 - e. Lock Repairs
 - f. Pool Maintenance
 - g. Install/Repair Window Coverings
 - h. Preventative Maintenance
 - i. Unit punches
 - j. HVAC Repairs
 - k. Responds to resident service requests and concerns in a timely manner.
 - l. Performs on-call emergency service as required.
 - m. Reports any maintenance concerns for repairs on vacants, models, clubhouse, and/or common areas to the Maintenance Supervisor.
 - n. May assist in monitoring and/or controlling maintenance inventory and/or supplies.
 - o. Moves heavy objects as requested.
 - p. Assists the Maintenance Supervisor or Community Manager on special maintenance projects, (i.e., preventative maintenance of building components and/or mechanicals).
 - q. Assists in keeping the grounds and common areas free of trash and debris and snow removal.
 - r. Maintains open communication with property management.
 - s. Consistently maintains a professional, courteous attitude when dealing with residents, coworkers and the general public, at all times, on or off the property.
 - t. Attends and participates in training seminars as requested.
 - u. Assists other staff members as needed.
 - v. Delivers various communications to residents as needed.



- w. Attends and assists in setting up for resident functions and activities.
- x. Performs other duties as assigned.

B. JOB QUALIFICATION REQUIREMENTS:

- 1. Knowledge/Experience:** High school diploma or equivalent is preferred. Trade school and/or military training a plus. One to five years of verifiable hands-on general maintenance experience (i.e., plumbing, electrical, carpeting, and painting, etc.) is preferred with proficiency in at least one major area.
- 2. Machines, Tools, and Equipment:** Hand tools normally used in construction, maintenance and landscaping including, but not limited to, hedge trimmer, power floor cleaner, carpet shampoo machine, paint sprayer, power drain cleaner, chain saw, key machine, and all chemicals associated with maintenance and landscaping essential job functions.

C. PHYSICAL AND VISUAL ACTIVITIES:

- 1.** Inside and outside work in all types of weather.
- 2.** Medium to heavy work requiring prolonged or repeated standing, walking, climbing, stooping, kneeling, crouching and lifting to a maximum of 100 lbs., with frequent lifting and carrying of up to 50 lbs.
- 3.** Must be able to lift and work heavy equipment.