

EMPLOYEE JOB DESCRIPTION

Title: Maintenance Technician
Job Classification: Non-Exempt
Reports To: Member Services Manager

Purpose: To provide exceptional customer service by responding professionally to all service calls and maintaining a safe and effective maintenance program whereby the building and equipment are kept in proper operating conditions at all times.

Job Duties and Responsibilities:

1. Provide exceptional customer service by responding to all initial and follow-up service requests professionally, timely and accurately while striving for first call resolution and adhering to all standards of quality.
2. Report to work during non-scheduled hours and days as needed to respond to emergencies and urgent situations.
3. Maintain preventive maintenance schedules for a variety of items (smoke and carbon monoxide detectors, furnaces, HVAC equipment, etc.) and complete preventive maintenance timely and accurately.
4. Maintain physical appearance of the community by performing weekly inspections of the building and grounds and communicating any concerns regarding the safety, aesthetics, or maintenance of the property to your supervisor.
5. Remove and dispose of trash and recycling according to site's recycling programs.
6. Maintain maintenance inventory of chemicals and supplies and reorder as necessary.
7. Maintain safe and organized areas on the property including the maintenance shop and storage and mechanical rooms.
8. Maintain safe, clear, and clean walkways/grounds by shoveling, snowblowing, sweeping, and removing trash and debris.
9. Perform a variety of physical tasks/duties in climate/temperature extremes of -30 to 110 degrees Fahrenheit and in various types of precipitation (rain, sleet, hail, snow).

Non-Essential Job Duties and Responsibilities:

1. Perform other duties as assigned.

Position Requirements:

1. Must have a minimum of three years of experience with basic repair and maintenance of carpentry, drywall/paint repair, plumbing, electrical, HVAC, and appliance repair or some combination of.
2. Must be able to bend, stoop, kneel, crouch, crawl, pull and push on a regular basis.
3. Must be able to lift 40 lbs. to chest height and team lift greater than 40 lbs. on a regular basis.
4. Must be able to work with hands over head.
5. Must be able to climb a ladder and perform duties while standing on a ladder.
6. Must be able to work with and around smells and chemicals including mold, dust, pollen, paint, etc.

- 7. Must be able to understand and follow written instructions.
- 8. Must possess the ability to communicate effectively both verbally and in writing.
- 9. Must successfully pass a criminal background check.
- 10. Must possess a valid drivers' license.
- 11. Must be able to work outside scheduled hours and days as needed.

I have reviewed this job description and acknowledge that I can perform all of the Job Duties and Responsibilities with or without reasonable accommodation.

Name

Date