

## Maintenance Technician I

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**Department:** Property Management  
**Reports to:** Property Manager  
**FLSA Status:** Non-exempt

**Position Summary:** The position is responsible for the daily repairs and general up keep of the surrounding areas of the property. The position performs a variety of building maintenance repair work, which may include janitorial work, throughout the building. The position may be assigned to 1 or more properties depending on size of the properties and geographic regions.

**Primary Duties & Responsibilities** include but are not limited to the following:

- Maintains property or properties in an inspection ready state;
- Evaluates nature of problem from a work order request and performs maintenance or repair;
- Prepares unit turns which includes moving household appliances, painting and making the necessary repairs required for occupancy, may also assist in cleaning the unit;
- Monitors facility boilers, pumps, electric motors, fire sprinkler, and HVAC systems. Makes repairs or determines if use of vendor is necessary;
- Performs electrical troubleshooting and repair on building and unit systems;
- Performs repairs on all appliances such as stoves and hood ranges, refrigerators, electric and gas heaters, and garbage disposals;
- Performs plumbing replacement/repairs on water and sewer lines, drain pipes, toilets, faucets, and water heaters as needed;
- Performs maintenance/repairs on doors, locks, hinges, and makes keys;
- Performs basic carpentry such as installing drywall, cabinets, wood flooring, window panes, and minor dry rot replacement;
- Maintains and repairs flashings, roofs, drainage, and irrigation systems, walkways, stairs, stucco, parking surfaces, and similar building components;
- Notifies management concerning the need for major replacement, repairs or additions to the building and collects vendor bids when applicable;
- Works with property manager to implement a preventive maintenance schedule and coordinates larger projects as necessary;
- Inspects and reports on the work quality and performance of external vendors to the manager;
- Maintains supply and equipment inventories and replenishes as needed;
- Assists with maintaining exterior public areas, e.g., parking lot, grounds, etc., by removing debris, sweeping, and washing down sidewalks;
- May sweep, mop, scrub, dust, and vacuum hallways, stairs, office space, and other interior public areas. May also operate equipment necessary to strip and wax floors, and shampoo carpets;
- Serves as on call maintenance staff for assigned region according to schedule; (All maintenance staff are assigned two week shifts to cover emergencies at the assigned region overnight from 5pm to 6am.)
- Assists other SAHA properties in preparation for major inspections, other regulatory inspections, grand-openings, or when requested;
- Provides guidance, on site or remotely, to other Maintenance Technicians on routine maintenance or small projects;
- Works within various computer systems, including work order and email systems to manage communications tasks, and priorities;

- Other duties as assigned by management.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with special needs to perform the essential functions.

**Education and/or Experience**

High school degree or general education degree (GED) preferred with three years or more of related experience and/or training or equivalent combination of education and experience.

**Knowledge, Skills and Abilities**

- Knowledge of building maintenance and repair, including the ability to paint well, repair and maintain electrical, roofing, plumbing and HVAC systems, as well as boilers, appliances, and drywall;
- Knowledge of tools and equipment used in building maintenance and how to use them safely and responsibly;
- Must be able to read, write, and speak English to successfully interact with tenants and other employees;
- Ability to type and use a computer. Must be able to use email, and learn our software systems;
- Must be able to handle daily responsibilities and projects with minimal direction;
- Must be reliable in attendance, quality and quantity of work;
- Must have the ability to safely operate equipment where necessary;
- Ability to determine causes of operating failures and apply general rules to specific problems to produce the solution;
- Ability to manage one's own time and coordinate the priorities of work orders and other responsibilities in order to ensure timely completion of required duties;
- Ability to manage one's own tasks and proactively communicate about those tasks with the necessary parties;
- Ability to communicate peer performance assessments when necessary;
- Knowledge of principles and processes for providing customer service. This includes assessment of tenant needs, and professionally explaining repairs and timelines to staff and residents;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Supervisory or Lead Responsibilities**

Supervises the work of vendors

May supervise projects and report to direct supervisors on peer performance.

**Mathematical Skills**

Must be able to add, subtract, multiply, and divide whole numbers, decimals, and fractions.

**Certificates, Licenses and Registrations**

Valid driver's license, a good driving record, proof of automobile insurance and reliable means of transportation is required as this position will have to transport tools and/or materials. A DMV check will be performed.

**Physical Demands**

- This job requires frequent, daily, use of hands and fingers to grasp, handle, and manipulate objects such as tools and controls, and requires ability to reach with hands and arms.
- Frequent, daily, standing and walking are required.
- Frequent, daily stooping, kneeling, squatting, and bending are required. Climbing stairs and ladders are also required (ladder up to six feet).
- Requires the ability to see, smell and hear.
- Must be able to push, pull, lift and or move object(s) that weigh up to 50 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Frequent visits to tenants' apartments (where smoking may be allowed) is required in order to perform work orders.
- Occasionally works near moving mechanical parts, in cramped or elevated areas, and may be exposed to outside weather conditions such as rain, heat, or noise.
- Occasionally exposed to blood or other bodily fluids/excretions.
- May include some exposure to chemicals, materials, and/or electricity that must be handled with caution.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

*Satellite Affordable Housing Associates is an Equal Opportunity Employer.*