



JOB DESCRIPTION

POSITION TITLE: Maintenance Technician – Bilingual English/Spanish

DEPARTMENT: Maintenance

REPORTS TO: Maintenance Supervisor

CLASSIFICATION: NON-EXEMPT

DATE: May 10, 2017

PRIMARY RELATIONSHIPS:

OBJECTIVE: Responsible for preventive and corrective maintenance of entire property.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Experience in general maintenance to include heating, air conditioning, electrical and plumbing equipment, and carpentry.
2. High School diploma or its equivalent.
3. Must be able to perform emergency maintenance as requested and answer to after hour emergencies on a rotating schedule.
4. Must be able to communicate effectively.
5. Must be capable of using extension ladder to access roof, windows, and siding to make repairs as needed.
6. Must be able to lift and carry fifty (50) lbs.
7. May be required to live on site.

ESSENTIAL FUNCTIONS:

1. Perform service requests per work orders.
2. Assist with apartment turnover procedures.
3. Make regular inspections of grounds, building, plumbing, electrical fixtures, appliances and major equipment.
4. Assist in maintaining inventory of tools, equipment, and supplies.

ESSENTIAL FUNCTIONS (continued):

5. May be responsible for grounds maintenance to include mowing, fertilization and watering of lawn, as requested.
6. Assist with janitorial needs throughout the property
7. Assist with other projects as assigned by the supervisor.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

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 individual with disabilities to meet these demands.

Safe Work Performance Expectations

The safety of employees, residents and visitors is of paramount importance to Volunteers of America. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our organization focus will hold all employees accountable for safety performance equal with quality and production expectations.

Job Functions

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.