



## Senior Maintenance Technician Job Description

**Status:** Non-Exempt

**Position:** Full Time

**Supervisor:** Property Manager

This is a working Senior Maintenance position, performing the work of and providing assistance in the daily supervision to the Maintenance technicians engaged in the operational maintenance of the buildings and grounds of the assigned properties by planning, scheduling, supervising, and performing routine and assigned work including but not limited to: preventative maintenance and repair work on other building systems, event set up support, and support for other departments. This position is supervised by the Associate Director of Property Management and works closely with other departments to identify and complete work. The ability to balance and prioritize multiple tasks and requests and meet deadlines in a professional manner is required.

### **ESSENTIAL DUTIES AND REPONSIBILITIES**

- Maintenance of the assigned property which includes light electrical, appliance repair, plumbing (snake drains, unclog toilets) carpentry, turnovers, light grounds activities.
- Assist in ordering and/or purchases tools, equipment, and supplies.
- Assist in maintaining inventory records and maintenance schedules for equipment.
- Assist in completing quarterly inspections and annual inspections.
- Assist in conducting tenant move-out inspections Analyzes and resolves work problems or assists workers in solving work problems. Inspects completed work for conformance to specifications and standards.
- Assist in maintaining maintenance records.
- Assist the Property Managers in completing work orders for REAC, TCAC and Investor inspections. Ensures the overall integrity of the property and helps maintain property files.
- Available for emergencies if needed and provide coverage at other sites as needed.
- Perform other duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

- High school diploma or equivalent required.
- At least three to five years of maintenance experience required progressive maintenance experience and a demonstrated ability to perform duties with no supervision is necessary for this position.
- 5 years' experience in maintenance in a multi-unit apartment setting is required.
- Basic computer skills.
- Work orders software management.
- A valid California Driver's License, a safe driving record, and automobile insurance per requirements of the State of California

**Language Skills:** Ability to effectively communicate with supervisor, employees, and residents. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Bilingual (English/Spanish) would be an asset to this position.

**Mathematical Skills:** Ability to calculate figures and amounts, i.e., discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**Physical Demands:** The physical demands described here are representatives 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:

- Ability to lift, move, and/or carry 50 pounds.
- Ability to effectively perform construction work that consists of items such as, electrical, carpentry, plumbing, landscaping, painting, flooring, and tiling.
- Ability to climb up ladders and/or staging.
- Ability to enter crawl spaces.
- Able to perform repetitive motion like sweeping, cleaning, twisting (body or arm), and hammering
- Specific vision abilities including corrected vision, i.e., glasses and/or contacts. Ability to determine color, especially when working with electrical wiring.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to all weather conditions. Work in all buildings and on roofs. Walks, climb ladders, stoops, kneels, crouches, reaches, sits, bends, and stands for extended periods of time. Must be able to lift, push and pull 50 lbs. May be required to work beyond normal work hours and be available for emergencies as need it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_