

Job Description

Position: Maintenance Technician
Supervisor: Maintenance Supervisor
Worksite: Various throughout Orleans and Essex Counties (Northern Portfolio) and Caledonia County (Southern Portfolio)
Classification: Full-time Non-Exempt

Job Overview

Under the supervision of the Maintenance Supervisor, the Maintenance Technician is responsible for the overall systems and building maintenance, both daily and preventative maintenance, ensuring that all local, state, and federal housing codes and regulations are met. The Technician must be capable of doing manual labor and must have the ability to work in a team environment with limited supervision.

The portfolio currently consists of over 600 units with the maintenance teams split in the Northern and Southern Portfolios. Technician will be going in and out of units on a daily basis, and working with the tenants who reside in the units. Our units provide housing for low-income households - some specifically for elderly and/or disabled persons as well as families and any household who may qualify, market units, commercial spaces, as well as rented units by community partners for programs such as shelters or transitional housing.

Essential Duties and Responsibilities

- Performs necessary repairs and preventative maintenance on rental apartments.
- Checks, trouble shoots, and repairs property in a timely manner, including appliances, air conditioning, heating, electrical, plumbing, general carpentry, drywall, minor electrical, roofing, and other building areas.
- Additional functions may include: general cleaning, painting, ground maintenance, shoveling, scheduled routine maintenance and performing preventative maintenance plans.
- Coordination with Maintenance Supervisor for annual, state, or funder inspections; completion of follow up work orders to repair deficiencies.
- Completion of regular work orders in a timely fashion.
- Maintains curb appeal of properties through regular collection of debris in yards, parking lots, and maintaining the dumpster areas from large items and or trash on the grounds.
- Participate in rotation of collecting coins from laundry machines.
- Must complete paperwork as required by Property Manager or Maintenance Supervisor in a timely manner.
- Must be able to identify health and safety violations and report immediately to the Maintenance Supervisor or Property Manager.
- Notify supervisor if extermination is needed in the units or at a property – in the interior or exterior.
- Must adhere to budget restrictions set forth by Property Manager or Maintenance Supervisor.
- This position requires regular rotation of “on call” on evenings and weekends, as well as occasional overtime and holiday work; also, use of employee’s own hand tools.
- In emergency situations flexibility in work schedule, availability, and potential location is required.
- Must adhere to proper policies, procedures, and directives as provided by Manager or Management.
- Be willing to travel for trainings, required education or needed certification classes.

- Participate in assigned activities in support of GHT and GPM mission and goals.
- Report possible lease violations to Property Managers.
- Other duties as assigned.

This information is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required for the job.

The duties and responsibilities in the job description may be subject to change at any time, due to reasonable accommodation or other reasons. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

Qualifications

- Minimum of high school diploma or equivalent, and at least two (2) years of experience in building maintenance or related field.
- General knowledge of plumbing, general carpentry, painting, electrical principles and techniques.
- Ability to work in a team environment with limited supervision. This position requires professional conduct at all times.
- Written and oral communication skills are essential to be successful in this position. The ability to work with a diverse group of people to perform tasks, schedule projects and communicate completion is necessary.
- Must be capable of performing manual labor; have the ability to work at heights and in all types of situations.
- Working knowledge of certain technology, MS Word, Excel, mobile devices.
- Organizational skills and detailed work habits.
- Valid driver's license, a good driving record and proof of automobile insurance are required. Use of own vehicle is required for daily use during work and on call hours.

Supervisory Responsibilities - None

Physical Demands

The physical demands described below 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 individuals with disabilities to perform the essential functions.

F = Frequently		O = Occasionally		R = Rarely		N = Never
F	Stand	F	Walk	F	Sit	
F	Stoop	F	Type	F	Bend	
F	Stretch	F	Kneel	F	Crouch	
F	Push	F	Pull	F	Talk	
F	Answer Phones	F	Engage in Conversations	F	View Computer Monitor	
F	Lift Up to 10 Pounds	F	Lift Up to 50 Pounds	F	Utilize Ladder Under 5 Feet	
O	Utilize Ladder Over 5 Feet	F	Utilize Step Stool	F	Use Cleaning Supplies	
O	In Contact with Hazardous Material(s)					

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I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date