

# Buena Vida Estates

## Job Description



**Job title:** Maintenance Technician

**Department:** Maintenance

**Reports to:** Maintenance Director

### **Job Summary:**

The maintenance technician position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

### **Essential Duties and Responsibilities:**

- Address all work orders coming from all areas of maintenance.
- Conducting routine inspections of premises and equipment.
- Performs preventative maintenance and any rework on apartments as needed.
- Perform minor fixes, such as repairing broken locks, damage to walls, etc.
- Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
- Perform minor building, HVAC, plumbing, and electrical repairs as necessary.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Respond to maintenance emergencies on and on-call basis
- Must complete all assigned Relias training on a timely manner.
- Perform other duties as assigned by Director.

### **Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with everyone
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within supervision.
- High school diploma or equivalent; Certificate in HVAC, EPA, and CPO building maintenance technology or relevant field will be a plus.

### **Physical Requirements:**

- The physical ability to stand and or walk continuously.
- The physical ability to stand, walk, bend, kneel, stoop, crouch, crawl, and climbing all day.
- Must be able to lift and carry up to 75 lbs.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

**Print Employee Name:**

**Employee signature:**

**Date:**