

MAINTENANCE TECHNICIAN

Summary

Responsible for routine facilities maintenance and evaluation of assigned properties. Responsible for maintaining customer properties in high grade condition.

Essential Duties and Responsibilities

- Conduct routine inspections and preventive maintenance for assigned properties. Report significant findings to supervisor.
- Identify and assess maintenance issues and determine the appropriate resolution.
- Maintain close communication with supervisor and customers on status of work orders and assignments.
- Complete work orders as assigned in a skillful manner.
- Maintain accurate records of work performed and materials used. Submit documentation timely.
- Assess plumbing and electrical needs and respond appropriately to resolve any issues.
- Make repairs to damaged property and malfunctioning systems within scope of training.
- Respond immediately to emergency maintenance requests.
- Monitor vendor performance and report promptly to supervisor vendor performance that is below standard.
- Comply with all traffic laws, safety regulations, and company policies.

Other Duties and Responsibilities

- Provide courier/delivery services as needed
- Maintain company-owned vehicle in safe and drivable condition
- Other duties and responsibilities as assigned.

Qualifications

High School graduate or equivalent. Two or more years of experience in general maintenance including electrical, plumbing, and painting. Basic computer skills. Ability to maintain accurate records. Valid driver's license. Must maintain insurability under company vehicle liability policy.

Physical Demands/Work Environment

Able to lift material up to 70 pounds. Frequent standing, walking, climbing, stooping, and bending, kneel, crouch or crawl. Fine motor skills.