



**Job Title:** Maintenance Tech  
**Reports To:** Maintenance Director  
**Revised:** 06/10/2009

## *Job Description*

### **Summary**

As a working technician, this individual participates in the activities of the property maintenance staff and contractors engaged in the maintenance and repair of physical dwelling structures, buildings, appliances, swimming pools and the maintenance of grounds through the performance of the following duties.

**Essential Duties and Responsibilities** include, but are not necessarily limited to, the following:

Communicating daily with the Maintenance Director and at his/her direction

1. Conducts a daily inspection of the entire property.
2. Completes daily work orders.
3. Completes apartment unit punch-outs (make-readies).
4. Ensures that trash and debris are picked up each day at the property.
5. Completes assigned work in adherence to accepted specifications and workmanship standards.
6. Completes preventative maintenance programs, e.g., mold prevention, HVAC filter and coil cleaning, etc.
7. Identifies and reports current or potential safety hazards.

### **Qualifications**

To perform this position effectively, the individual must be able to perform each essential duty satisfactorily. The requirements listed hereinafter are representative of the knowledge, skill and abilities required of a Homestead America Maintenance Tech. Reasonable accommodations will be made for to enable individuals with disabilities to perform the essential responsibilities. Individual must be available for emergency on-call (rotating schedule).

#### **1. Education and/or Experience**

Must possess two years of experience in 2-4 of the following 7 major trades, i.e., 1) carpentry, 2) electrical, 3) plumbing, 4) HVAC, 5) roofing, 6) siding or 7) painting.

## **2. Certifications, Licenses & Registrations**

Minimal requirements include, but are not limited to, HVAC EPA certification of Class 2. Individual must either possess Class 2 certification or obtain within six (6) months of employment with Homestead America.

## **3. Language Skills**

The ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals; ability to write routine reports and correspondence and speak effectively before groups of customers, employees or contractors.

## **4. Reasoning Ability**

Ability to apply principles of logic or scientific thinking to a wide range of intellectual and practical problems and to deal with non-verbal symbolism (formulas, schematics, graphs, etc.) in its most difficult phases; the ability to deal with abstract and concrete variables.

## **5. Physical Demands**

Individual is required to stand, bend, stoop, crawl, walk and occasionally to climb ladders for the repair of pole lighting, siding and or roofs. Weight lifting requirements include lifting or moving up to 75 pounds from the floor to waist, from floor to chest, from floor to shoulders and also being able to drag or carry 75 pounds over a distance of 50 feet. Individual is also required to lift 20 pounds overhead and needs the ability to move around while laying on his/her back while performing repairs. Since our properties have multiple stories, being able to climb 3 flights of stairs repeatedly is also an essential function. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential responsibilities.

## **6. Work Environment**

The characteristic work environment is one of requiring tasks to be completed in outside weather exposure, household and moderate commercial chemicals and moderate noise levels. Reasonable accommodations will be made for to enable individuals with disabilities to perform the essential responsibilities.