



Job Description

JOB TITLE	Maintenance Technician	JOB LEVEL:	
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PURPOSE / MISSION (Job Summary)
The Maintenance Technician is responsible for maintaining properties in safe, attractive, comfortable condition for all residents.

DIMENSIONS	
Reports to:	Maintenance Supervisor
Division/Department:	CPM: Facilities
Leadership / Supervisory Responsibility (i.e., # of employees supervising & job title(s) of direct reports):	N/A
Level:	Click or tap here to enter text.

ESSENTIAL FUNCTIONS		
(In order of importance, indicate the essential functions of the position and the percentage of time dedicated to each function.)		
Importance	Major Action and Support Actions	% of Time (must equal 100%)
1.	Maintain/repair properties per the completion of work orders in a safe, timely manner while following company policies and procedures at all times.	5%
2.	Manage/complete work orders as assigned by the Maintenance Supervisor.	5%
3.	Enter units at resident's convenience, if possible.	5%
4.	Ensure resident and/or company possessions are protected with tarps when completing work.	5%
5.	Ensure all work areas are cleaned up thoroughly when work is completed.	4%
6.	Observe the condition of units when completing work orders and check for water leaks and smoke detector operation. Also, make note of any unusual circumstances (i.e., the size and number of pets.)	4%
7.	Report all needed repairs to the Maintenance Supervisor.	4%
8.	Leave notice of work done for residents who are not home when work is performed.	4%
9.	Assist with the installation and maintenance of HVAC, plumbing, electrical systems and appliances.	4%
10.	Install/assist with installation of sheet rock, tile, framing/hanging of doors, etc.	4%
11.	Perform miscellaneous repairs as needed; e.g., hanging towel bars, installing locks, smoke detectors, clearing gutters and main spouts etc.	4%

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12.	Pick up trash on the property as needed.	4%
13.	Keep sidewalks and steps free of ice, snow and tripping hazards at all times.	4%
14.	Assist with other types of maintenance as needed.	4%
15.	If applicable, responsible for fire certification process, PBA (Pennsylvania Builders Association) inspections, keys and locks, lock outs associated with evictions, and managing owned washers and dryers for entire portfolio.	4%
16.	Responsible for condition, upcoming inspections, registration and insurance card lapses for assigned maintenance vehicles/vans (notify Purchasing/Supply coordinator) when applicable.	4%
17.	Assist in maintaining inventory of equipment and supplies.	4%
18.	Responsible for wearing assigned uniform and returning uniform to designated pick up area for cleaning.	4%
19.	Responsible for condition of assigned mobile phone.	4%
20.	Attend all instructional classes conducted or mandated by management.	4%
21.	Follow company safety and emergency procedures at all times.	4%
22.	On call for emergency duty when assigned.	4%
23.	Understand, promote, and project the corporate mission while performing all duties and responsibilities.	4%
24.	Participate in additional and/or special projects as required by management.	4%

DECISION-MAKING: What type of decisions does this job regularly make?

Select one by clicking the most appropriate box.

<input type="checkbox"/> Strategic	Decisions affect the long-term direction and policy of the entire company. These decisions affect the short-term and long-term performance of Mission First. Strategic decisions are high-risk because their outcomes are largely unknown and have a huge impact. These types of decisions are usually made at the top level of a company. Examples are: new services, acquisitions.
<input type="checkbox"/> Tactical	Decisions focus on intermediate-term issues. The purpose of decisions made at this level is to help move Mission First closer to reaching the strategic goal. Outcomes are predictable. After a decision is made by Top Management or Board of Directors, the next phase is to take the steps needed to implement it. Examples are: The amount of money required to implement, which advertising agency to promote a new service or to provide an incentive plan to employees to encourage increased revenue.
<input type="checkbox"/> Operational	Decisions focus on day-to-day activities within the company. Decisions made at this level help to ensure that daily activities proceed smoothly and therefore help to move the company toward reaching strategic goals. They have short term consequences. Examples are: Handling employee conflicts, purchasing materials needed for operations.
<input checked="" type="checkbox"/> Standard	These decisions are those that are repetitive decisions on a recurring basis and are commonly related to daily activities. They are relatively simple, relying on historical data and previous solutions. Examples are: reordering of standard office supplies, handling transactions and handling a step in a property management or property development process.

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QUALIFICATIONS (including competencies, skills, knowledge, certifications)		
(List the MINIMUM qualifications required to perform the essential functions of the position.)		
Criteria	Aspect	Description
Profile / Qualifications	Minimum education	<input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> J.D. Degree Please note that equivalent years of relevant Exempt work experience may be considered in lieu of a degree.
	Discipline/Major	Click or tap here to enter text.
	Additional/Preferred education and Certifications	<input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> J.D. Degree Click or tap here to enter text.
	Years and Area of Professional experience (required)	High school diploma or equivalent and one (1) year of full-time maintenance employment required.
	Additional experience (optional)	Click or tap here to enter text.
	Critical Professional related Technical Skills; Computer Skills	Working knowledge of building systems including carpentry, roofing and appliances; good safety habits; good verbal communication skills; good problem-solving skills; ability to interact with a wide variety of people.
	Other requirements	Ability to read, write and do basic mathematics.

Working Conditions

Environment (e.g., prolonged sitting at computer, manufacturing-exposure to hazards, machinery)	Licensed to drive a motor vehicle; access to an insured motor vehicle in good working condition that will be driven daily for the job (where applicable); possess own tools (when required), ability to be on call after hours including nights, weekends and holidays as needed.
Physical (e.g., lifting-physical strain)	Ability to a climb ladder extending to roof; ability to bend, kneel, and stretch as needed to perform duties; ability to move furniture, appliances and equipment as needed.

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To Be Completed by Human Resources

APPROVAL DATE	Click or tap here to enter text.
APPROVED/CONTROLLED BY	Click or tap here to enter text.
FLSA STATUS	Choose an item.
PAY LEVEL	Click or tap here to enter text.
EEO CODE	Click or tap here to enter text.

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