

Pembroke Realty Group: Apartment Division
Maintenance Technician Job Description
***** \$1,000 Sign-On Bonus after 90 Days of Employment *****

Overview:

The Maintenance Technician is the community's representative whose primary duties are to maintain all physical aspects of the buildings as well as the property as a whole. To participate daily in preventative, routine, scheduled and seasonal maintenance, to ensure that residents are provided with a clean and well-maintained apartment.

Duties and Responsibilities include, but are not limited to:

- Conduct all business in accordance with Pembroke Realty Group's policies and procedures, Fair Housing, Americans with Disabilities Act, OSHA, and all other Federal and State laws.
- Ability to communicate effectively verbally and in writing.
- Accept direction from Supervisors and Managers
- Ability to lift and/or move objects up to 50 pounds on a regular basis.
- Ability to set up and work from extension ladders.
- Provide quality work in a timely manner. Track all work that is in progress or completed through the assigned management software.
- Apply all safety standards.
- Provide your own hand tools
- Provide outstanding level of customer service
- Respond to rotating emergency on-call requests after hours and on the weekend for service
- Work in inclement weather including snow and ice.
- Understand the proper use of equipment and chemicals and the use of personal protective equipment
- Overtime and weekend hours as needed.
- Maintain a professional appearance and attitude.

This job description is not meant to be an all-inclusive list of duties and/or responsibilities of this position.

General

- Work hours: 40 hours per week full time position with regular scheduled hours of 8:00 am to 5:00 pm Monday through Friday. Occasional overtime will be required as approved by Management.
- Rotating On-Call Schedule for emergency requests for after hours and on weekends.
- Perform any additional duties as assigned by management.

- While preferred that experience has already been gained in areas, it is also understood that Supervisors and co-workers may participate in assisting/ensuring that you become proficient in all matters pertaining to apartment maintenance, including but not limited to:
 - Appliance Repair
 - HVAC Repair and Replacement
 - Plumbing Repairs
 - Plastering and Painting
 - Electrical Repairs, Replacement of Light Switches, Outlets, and Lighting Fixtures
 - Troubleshooting on all Equipment
 - Keeping the Grounds and Dumpster Enclosures Clean
 - General Apartment Up-Keep and Cleanliness

Qualifications

The following qualifications are required for the Maintenance Technician position. Any misrepresentation of qualifications at the time of hire may result in termination of employment.

- High School Diploma or equivalent.
- Ability to work independently and with others.
- Ability to solve problems and to communicate effectively with residents, co-workers, and management.
- Professional appearance and manner.
- Possess positive outlook and personal integrity.
- Loyalty to employer.
- A criminal background check and pre-employment drug screening will be conducted as conditions of employment.

Driving/Traveling Requirements

- Employee will be required to have reliable transportation to use at work to transport materials needed to complete assigned tasks and occasionally report to assist at other properties.
- Must have valid driver's license and automobile insurance with reliable transportation available at all times.
- Mileage will be reimbursed as required per the Mileage Policy

Education

- Employees will be required to take various industry related classes, courses, and seminars from time to time in accordance with our Continuing Education Policy