



JOB DESCRIPTION

Job Title: Maintenance Technician
Reports to: Property Manager
Classification: Non-Exempt

Job Summary

The Maintenance Technician is responsible for performing interior and exterior maintenance and repair duties that provide Better Housing Coalition (BHC) community members a safe, comfortable residence.

Primary Duties

- Respond to service calls promptly (generally 24-hour turnaround time) or immediately if an emergency, to repair and maintain buildings, fixtures, resident spaces, electrical and mechanical equipment, appliances, and grounds for safe and appropriate functionality.
- Responsible for following all property, OSHA, and MSDS safety procedures and protocols for safe working conditions.
- Repair or replace electrical switches, outlets, and light fixtures, and perform other basic electrical work. Repair or replace appliances as necessary. Assists with or performs HVAC and refrigeration repairs.
- Complete plumbing repairs such as dripping faucets, leaking pipes, stopped up drains.
- Perform carpentry work such as sanding and staining cabinets and counter tops, repairing windows, doors, and molding.
- Install, repair, finish and paint drywall and other surfaces. Lay and repair tile as needed.
- Ensure lights are in working order, tripping hazards and other safety concerns are immediately repaired.
- Maintain exterior grounds, gardens, and other areas as assigned around the property, including recreation and swimming pool areas. Repairs fences and service vehicles.
- Responsible for appropriately storing and securing facilities/maintenance equipment, chemicals or gasoline properly after use, and locking devices (doors, windows, mailboxes).
- Responsible for keeping workspaces clean, organized, and hazard free.
- Responsible for maintaining and wearing required uniform when on duty to ensure a professional and easily recognizable appearance at all times.
- Additional duties as assigned by management.

Education & Experience Requirements

- High school diploma or equivalent (GED) required
- Previous maintenance experience, preferably at a multi-unit property
- Formal vocational training in one or more trades (HVAC, Electrical, Plumbing, etc) preferred

Minimum Skill Requirements

- High degree of dependability
- Ability to read and understand instructions in English
- Strong carpentry skills including dry wall, repairing door frames and hanging doors
- Good interpersonal and communication skills to interact effectively and professionally with staff and residents.
- Able to perform basic math calculations including weight measurement, volume, and length/distance
- Ability to operate maintenance, repair, and grounds equipment
- Must be able to be available for emergency repairs after hours on an on-call basis
- Multilingual ability desirable in communities and markets served

Safety

Individual employees in this position shall adhere to policies outlined in Better Housing Coalition Management (BHCM) and BHC Company safety policy, including related OSHA safety standards, established company safety protocols, and use of prescribed safety equipment for particular operations. Company safety policies and standards may be updated at any time. The employee should not assume that the company or supervisor is aware of potential safety hazards, and the employee has a duty to report any environmental hazards or if a health or safety concern arises.

Environmental Factors and Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the primary functions of the job.

- Ability to lift/climb/stoop/bend to repair, maintain, and inspect property assets, electrical, plumbing, HVAC, and grounds.
- Ability to climb stairs or navigate uneven, rough, or rocky ground on a regular basis.
- Physical strength to handle routine materials and work tools weighing up to 50 pounds on a daily recurring basis.
- Physical ability to work with and manipulate a variety of common hand and power or motorized work tools.
- Ability to withstand exposure to noise, dust, or commonly present environmental chemicals or fumes, and perform outdoor activities requiring exposure to seasonal weather and associated temperature fluctuations.
- Must be 18 years of age or over to meet FLSA/DOL regulations with regard to hazardous duty elements customary to this position.
- Employee must provide their own all-weather apparel suitable to changing climate conditions and appropriate shoes to meet climate/surface conditions. See supervisor for details.



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- Some operations may require use of specialized safety equipment in conjunction with OSHA requirements, including but not limited to safety glasses, hard hat, hearing protection, etc. See supervisor for details.

By signing below, I indicate I have had the opportunity to review the job description, essential duties, and my responsibilities as indicated herein.

(Employee Signature)

(Date)