

## **CASA**

### **Job Description**

**Job Title:** Maintenance Technician

**Department:** Maintenance

**Reports To:** Facilities Director

**FLSA Status:** Non-Exempt

**Summary:** Performs general maintenance repairs including, but not limited to, work orders, preventative maintenance, unit make readies for move-in, and on-call after hours as required, by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Performs tasks as instructed by the facilities director, lead maintenance technicians, or senior management team.\*
2. Performs make readies as required and provides quality work for all make readies as assigned, including, but not limited to painting, plumbing, electrical, and general repair.\*
3. Completes preventative maintenance as scheduled.\*
4. Completes assigned work orders in a timely manner.\*
5. Provides after hours on call coverage as required.\*
6. Makes repairs listed on move in checklists and outside agency inspection reports.\*
7. Responds to emergencies as assigned, throughout the workday.\*
8. Maintains an organized work and material storage areas.\*
9. Reports any potential grounds, building, or safety issues to the facilities director and/or lead maintenance technicians.\*
10. Coordinates and inspect work by vendors, when directed by the facilities director/lead maintenance technicians.\*
11. Performs move out/final move in inspections as directed by the facilities director/lead maintenance technicians.\*
12. Performs any other required inspections as directed by the facilities director/lead maintenance technicians.\*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Adobe Acrobat, Microsoft Excel, email and web browsers, and property management software.

**Education/Experience:**

High school diploma or general education degree (GED); and three or more years related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

Valid driver's license

**Equipment:**

- Hand tools and power tools including drills and saws
- Ladders

**Knowledge, Skills, and Other Abilities:**

- Time management skills
- Ability to be self-motivated and a self-starter
- Ability to work both independently and/or with a small team
- Good oral and written communication skills
- Customer service oriented
- Good boundaries and judgment skills
- Knowledge of fair housing laws

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts, risk of electrical shock, and vibration. The employee is occasionally exposed to wet or humid conditions (non-weather), work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), asbestos, and bloodborne pathogens.

The noise level in the work environment is usually moderate.