

Ambling Companies, Inc.
Job Description

Job Title: Maintenance Technician
Department: Management
Reports To: Property Manager
FLSA Status: Non-Exempt
Prepared Date: August 31, 1999
Revised Date: February 1, 2000

SUMMARY

Keeps apartment community in clean and orderly condition and tends furnace and air conditioner to provide heat, cool air, and hot water for tenants by performing the following duties. Also assist with general appearance of properties (clean-up of excessive trash or help with grounds-keeping).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Report directly to Maintenance Supervisor (if available - on staff) otherwise to Property Manager/Assistant Property Manager.

Respond to pager within reasonable period of time during regular business hours and while on call.

Responds appropriately to requests from property manager and prioritizes jobs to complete in the quickest and most effective manner.

Plan any necessary trips for purchase of supplies so as to minimize time away from property.

Check with supervisor to insure items needed are included in the budget.

Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities as needed.

Replaces air conditioner filters on a regular schedule.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment as needed.

Regulate flow of fuel into automatic furnace if applicable.

Keeps Supervisor apprised of property condition and any major repairs that are needed.

Supports Ambling Companies' guidelines and policies.

Arrives to work as scheduled and prepared.

In the absence of a Groundskeeper:

Sweeps, mops, scrubs, and vacuums hallways, stairs and office space.

Empties office space trash and garbage containers.

Cleans snow and debris from sidewalk.

Mows lawn, trims shrubbery, and cultivates flowers.

Perform other work related duties as directed.

Represent Ambling Companies in a professional manner at all times.

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. Must have good communication skills. Must have basic knowledge of construction and repair processes. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or at least three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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 frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.