

Full Job Description: Maintenance Technician II

JOB SUMMARY

Respond and attend to repair requests. Communicate with members to resolve maintenance issues. Perform preventive maintenance on tools and equipment, including cleaning and lubrication. Visually inspect tools, equipment, or machines. Carry equipment (e.g., tools, cleaning supplies). Identify, locate, and operate all shut-off valves for equipment and shut-offs for buildings. Maintain maintenance inventory and requisition parts and supplies as needed. Assure each day's activities and problems that occur are communicated to the Condo Manager. Display proficiency in any one of the following categories and basic skills in the remaining categories: electrical, mechanical, plumbing, carpentry and finish skills, and/or general building cleaning/repairs. Display solid knowledge and skill in the safe use of hand and power tools and other materials required to perform repair and maintenance tasks. Display basic ability to repair or replace PVC piping. Willingness to learn different jobs within the building maintenance program.

Troubleshoot and perform basic repair on all types of equipment: plumbing (e.g., plunge toilets and unclog drains), cosmetic items, replace electrical switches and outlets and perform general housekeeping-related duties (cleaning pool restroom areas, pool furniture, grills trash collection at all buildings). Assist with surface preparation and painting, minor drywall and wood trim repair, light bulb and A/C filter replacement and the complete and thorough clean-up of the painting or repair area. Performs roof cleaning/blowing, sidewalk pressure washing, clears roof drain boxes and learns irrigations system.

CORE WORK ACTIVITIES

Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; and properly store flammable materials.

Ensure uniform and personal appearances are clean and professional, maintain the confidentiality of proprietary information, and protect company assets.

Welcome and acknowledge all members according to company standards.

Adhere to quality expectations and standards.

Develop and maintain positive working relationships with others, support the team to reach common goals, and listen and respond appropriately to the concerns of other employees.

Speak with others using clear and professional language.

Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance and heavier lifting or movement tasks with assistance.

Move up and down stairs, service ramps, and/or ladders.

Reach overhead and below the knees, including bending, twisting, pulling, and stooping.

Perform other reasonable job duties as requested.

Attention to member service with a professional and pleasant personality.

Available to work a flexible schedule including weekends, holidays and emergencies when necessary.

Normal hours are: 6:30 a.m. to 3:00 p.m. Monday-Friday. (30-minute lunch break)

Benefits include: medical insurance, holiday pay, competitive wages and holiday bonus.

Starting salary: 17.00/hr. Drug testing required. Drug-Free workplace. EOE.