



Position Title	Department	Reports to
Maintenance Technician	Maintenance	Community Manager
Employment Status	FLSA Status	Effective Date
Full-Time	Non-Exempt	3/1/2022

POSITION SUMMARY:

The Maintenance Technician position is responsible for completing service requests and the overall general maintenance of an apartment community.

ESSENTIAL FUNCTIONS:

- Respond to resident/management requests and service requests within the established guidelines.
- Partner with management to establish priorities for service requests/emergencies
- Assess maintenance needs and liability hazards on a daily basis, report to management, repair/correct hazards in timely manner
- Perform preventative maintenance on equipment and apartments, as assigned by management.
- Review the make-ready board or take direction from supervisor to determine action to be taken on apartments.
- Conduct grounds keeping and landscaping duties
- Perform snow removal, and sanding / salting duties
- Assess supplies & equipment as needed
- Required to work overtime and handle service calls after hours, as needed, based on type of service needed. Rotate on-call schedule with sister property 1 week per month.
- May be requested to assist in other areas of property including, but not limited to, the following: painting, grounds keeping, trash removal/pick-up, pool maintenance, housekeeping, office support, etc., depending on property needs and as directed by management

EDUCATION & EXPERIENCE:

- High school diploma/GED required
- Some landscape maintenance experience preferred

ADDITIONAL REQUIREMENTS:

- To successfully fulfill the duties in this position, regular attendance is required
- Ability to use basic tools, household appliances, and maintenance equipment
- Ability to communicate effectively, verbally and in writing with residents and staff
- Basic computer knowledge helpful
- Use of good judgement in making decisions

DESCRIBE OFFICE/WORK ENVIRONMENT:

Work is primarily performed in an office/apartment setting with adequate workspace, lighting, ventilation, and comfortable temperatures. Work may also be performed outside.

PHYSICAL DEMANDS:

- Constant standing, walking, bending, stooping, kneeling, reaching, and climbing ladders
- Requires ability to lift/carry up to 50 pounds

RANE Property Management, LLC is an Equal Opportunity Employer and complies with ADA regulations as applicable.

RECEIVED BY /PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE