



Position Title		Department	Reports to
Maintenance Technician		Maintenance	Community Manager
Employment Status	Pay Range	FLSA Status	Effective Date
Full-Time	\$18-\$25/hour	Non-Exempt	9/1/23

**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.*

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**RECEIVED BY /PRINT EMPLOYEE NAME**

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**EMPLOYEE SIGNATURE**

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**DATE**