

# **MAINTENANCE TECHNICIAN**

Artcraft Management, Inc.

## Job Description

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### **ORGANIZATION STRUCTURE:**

The Maintenance Floater reports and is responsible directly to the Maintenance Supervisor.

Assist other maintenance personnel in preventative maintenance and repair assignments. Retrieve tools, parts and supplies. Clean assigned work areas. Must perform other duties as assigned. Checks, troubleshoots, and makes repairs of appliances, air conditioners, heaters, electrical and mechanical, plumbing systems installed in, or pertinent to utility and construction type facilities. This job may require personal contact with residents. Professional conduct and appearance is essential at all times.

### **AUTHORITY:**

Has the authority to make recommendations and suggestions to Supervisor on all aspects of maintenance.

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### **PERFORMANCE MEASUREMENTS:**

1. Must assist maintenance personnel in completion of maintenance and repair duties, clean up assigned work areas.
2. Must be have the ability to follow both oral and written instructions and be detailed oriented.
3. Must possess mechanical aptitude.
4. Must follow safety rules and regulations according to established OSHA and Artcraft Management, Inc. guidelines.
5. Determines from blueprints, drawings, plans, sketches, and other specifications or from personal knowledge, type, and quantities of material and equipment required. Selects and facilitates efficient work procedures.
6. Repairs or replaces floors, ceilings, sills, joists, rafters, siding, roofing, stairways, doors, door hardware, windows, screens and glass, and other general building maintenance items.
7. Sharpens, cleans, stores, lubricates, adjusts, and performs repairs on tools and equipment. Has a thorough understanding of how to operate hand tools, power tools and equipment. Must be able to follow procedures for maintaining equipment used on the job.
8. Repairs and replaces piping systems and fixtures, including but not limited to unclogging drains toilets, and other fixtures.
9. Examines and repairs electrical circuits and components.
10. Repairs damaged plaster/drywall surfaces of walls and ceilings matching existing surfaces. Repairs damaged concrete and other masonry defects.
11. Repairs and paints required areas.

12. Examines, diagnoses, and repairs all components of major appliances.
  13. Diagnoses and evaluates problem, applies chemicals as instructed by chemical manufacturer, using proper safety and application equipment. Maintains accurate records and logs.
  14. Maintains pools, including chemicals, circulation/filtration system, safety equipment and rules and regulations according to established guidelines.
  15. Pickup trash and debris on a daily basis as needed.
  16. Performs additional tasks as directed.
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**QUALIFICATIONS:**

**EDUCATION/CERTIFICATIONS:**

- High school diploma or equivalent.
- Technical training in one or more trades, and HVAC certification, Types 1 and 2.

Additional Qualifications: Possession of valid Virginia Driver's License and proof of insurance.

**SKILLS/ABILITIES:**

- Must be able to work well with others (other employees, residents, and vendors).

**HOURS OF OPERATION:**

- Position requires part time or full time, Monday – Friday with overtime required for emergencies after hours and week ends.
  - Willingness to complete time sensitive projects after regular hours when necessary.
  - Must be willing to travel sometimes on short notice.
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**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of Artcraft Management, Inc.

**WORKING CONDITIONS:**

The employee is regularly in a shop environment with adequate light, moderate noise levels and ventilation; however this job may require the employee to work in potentially hazardous areas such as enclosed spaces, roof tops, heights above 6'; and be exposed to outdoor elements of wind rain and summer heat.

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**PHYSICAL ACTIVITIES AND REQUIREMENT OF THE POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, climbing stairs and

ladders as needed, sit and use hands to handle tools, equipment, and furnishings; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Artcraft Management, Inc. maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

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