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Full Time Maintenance Technician, New Albany IN

Description

Maintenance Technician

Reports to: Field Supervisor

Classification: Non-Exempt

Revision Date: 11/2019

Job Description

Summary/Objective

This position is under the general direction of the Property Manager and Property Supervisor, and is responsible for maintaining day-to-day maintenance operations and physical appearance of the property.

Company Expectations

- Adheres to all Company Policy and Procedures
- Acts as a role model within and outside of the Company
- Consistently reports to work during scheduled business hours, on time and prepared to work
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Meets Department productivity standards, Goals and Expectations

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Completes all maintenance work orders in a timely manner
- Completes make-ready process of vacant units as directed by the Property Manager, including repairs, cleaning and painting
- Purchases maintenance supplies with Property Supervisor approval and within a strict or limited budget
- Maintains inventory controls for cost effective operations
- Maintains a clean and well organized maintenance room
- Assists in monitoring all work being performed by outside contractors/vendors
- Responsible for emergency maintenance services
- Available by cell phone 24 hours a day and 7 days a week

Hiring organization

Winterwood Incorporated

Employment Type

Full-time

Job Location

New Albany, IN

Date posted

September 3, 2021

Monitors and maintains all building systems as assigned
Inspects grounds daily for needed repairs such as gutters, downspouts, roofing, siding, water leaks, HVAC units, etc.
Daily trash pickup on complex grounds, including curbs, landscaping, and dumpster areas.
Oversees and logs monthly examination of each unit, including smoke detectors
Keeps sidewalks, stairs and parking lots free of snow and ice and updates the snow and ice removal logs
Conducts and logs quarterly replacements or cleaning of furnace filters
Completes payroll time sheets daily
Coordinates special projects as directed by the Property Manager, Property Supervisor and Owner and completed duties as assigned
Responsible for alerting the Property manager of any unusual occurrences and/or damages on property.

Supervisory Responsibility

Not Applicable

Work Environment

Regularly works indoors and outdoors. Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. Frequently exposed to risk of electrical shock, mechanical hazards, explosive hazards, burn hazards, chemical hazards. Meet deadlines with severe time constraints. Moderate noise level. Frequently exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat.

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. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25-50 pounds. Exposed to weather conditions prevalent at the time. Moderate noise level.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m.

Travel

Travel in this role is minimal.

Preferred Education and Experience

A high school diploma or GED with housing experience of no less than 1 year, or an equivalent combination of education and experience.

Bachelor's Degree a plus but not required

1-2 years of Property Management Experience

Proficient computer skills required

Ability to manage multiple priorities and deadlines.

Effectively communicates with staff, residents, vendors and other individuals.

Excellent customer service skills and able to work well in a team environment.

Winterwood is proud to be an Equal Employment Opportunity