



A healthy community begins at home. REACH provides quality affordable housing and opportunities for individuals, families, and communities to thrive.

REACH is an equal opportunity employer that strives to create a diverse workforce and an inclusive culture.

Job Description

Job Title: Maintenance Technician

FLSA Status: Non-exempt

FTE: 1.0

Department: Property Management

Reports to: Community Manager

Revision Date: September 2016

This organization believes that each employee makes significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Position Summary: Perform carpentry, plumbing, electrical, painting, and general repair and maintenance tasks to maintain properties in good condition.

Essential Functions:

- Complete maintenance and repair projects as assigned
- Provide work direction to temporary maintenance staff, volunteers, and community service workers
- Perform unit turnover preparation repair and maintenance
- Maintain lawns and landscaping, where applicable
- Maintain complete records of maintenance, mileage, costs and repairs
- Report unsafe or hazardous conditions to staff. Respond to emergency situations and takes appropriate action
- Conduct annual property inspections for budgeting purposes
- Perform other related duties as assigned
- Contact tenants for scheduling repairs
- Required to be "On-Call", per established guidelines
- Maintain work area in clean and professional manner

Scope and Accountability: Operates from established and well-known procedures. Decisions are made within established organization guidelines. Performs duties independently, but guidance and direction are provided by supervisor. Position involves a moderate to higher degree of complexity in dealing with recurring work situations with occasional variations from the norm. Work is reviewed by Community

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Revised: May 2015

Manager or Maintenance Manager. Errors may result in improperly or uncompleted repair or maintenance, excessive expenses, and affect building integrity.

Knowledge, Skills and Abilities:

- Strong working knowledge of current repair and maintenance techniques and procedures
- Ability to use a variety of hand and power tools
- Ability to deal effectively with all types of people
- Knowledge of building codes and basic landlord/tenant and fair housing laws
- Working knowledge of Microsoft Office including Word, Excel and Outlook
- Working knowledge of smartphone technology for email, calendar phone calls and text
- Ability to speak read and write English
- Basic math skills
- Must have a vehicle with insurance, valid driver's license and basic hand tools: See list at end of job description
- Sufficient professional experience to provide strong knowledge of maintenance and repair practices and techniques
- Minimum of two years experience or equivalent education and experience
- Prefer experience in a property management setting

Work Environment and Physical Demands:

The employee is regularly required to stand; walk; use hands and reach with hands and arms; and readily and effectively communicate. The employee must lift and/or move up to 50 pounds on a regular basis and 100 pounds on an irregular basis. Vision abilities required by this job include ability to effectively see within the working environment, which may include long term computer exposure, and to adjust focus accordingly. The employee will be using a variety of hand and power tools, chemicals and paints. This position requires occasional evening and weekend work as dictated by the on-call rotation. The employee may be required to deal with distraught, angry and/or potentially violent people.

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer Language

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.