



Fortis Property Management Job Description

Job Title: Maintenance Punch Technician	Weekly Hours: 40
Department: Maintenance	Prepared by: Human Resources
Reports to: Maintenance Supervisor	Date:3/1/2021

Position Overview:

The Maintenance Punch Technician is responsible for assisting the Community Manager and Maintenance Supervisor in areas of the assigned Community.

Principal Duties and Responsibilities (Essential Functions):**

Under the direction of the Maintenance Supervisor they are responsible for:

Financial

- § Assist in achieving budgeted maintenance expenses
- § Advise the Maintenance Supervisor as to stock levels of supplies and equipment

Facility Management

- § Physical condition of the community, including the condition of vacant apartments and care of assigned landscaping duties
- § Advise the Maintenance Supervisor of maintenance problems and solutions
- § Ensure all work orders are completed in a timely fashion
- § Provide same day services on work orders
- § Walk the community daily noting needed repairs; clean and maintain common areas daily
- § Assist in pickup up grounds throughout the property
- § Trash out units that have vacated
- § Knowledge of all utility cut offs
- § Daily communication with the Maintenance Supervisor to discuss progress, follow-up, or complications regarding maintenance activities
- § Produce 5 day turns on vacant units
- § Assume emergency on-call duty status as scheduled
- § Assist in the maintenance of the maintenance shop

Tenant Relations

- § Provide superior customer service
- § Complete all work orders and ensure the highest quality of customer satisfaction

Administration

- § Maintain a professional image and attitude
- § Attend instructional training classes as scheduled by the Maintenance Supervisor
- § Adherence to and proper implementation of all Fortis Properties Management policies and procedures

§ Knowledge of and adherence to the following:

- Fair Housing policies and procedures
- ADA, OSHA, and EPA policies and procedures

§ Other duties as needed or required

Supervision Received:

The Maintenance Technician will report to the Maintenance Supervisor and/or Community Manager.

Supervision Exercised:

None

Qualifications & Skills:

§ Education

- High School graduate or equivalent
- Some Vocational/Technical school and/or college

§ Experience

- 2 years prior property maintenance experience or related field

§ Special Skills

- General property operations
- Pool care
- Turnkey punch/Make Ready
- Safety
- Professional image