



Fortis Property Management Job Description

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

Position Overview:

The Maintenance 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
- ☞ Assist in the achievement of the annual budget plan
- ☞ Advise the Maintenance Supervisor as to stock levels of supplies and equipment

Facility Management

- ☞ Physical condition of the community, including the condition of vacation apartments
- ☞ 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
- ☞ 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

- HVAC Certification
- General property operations
- Pool care
- Appliance Repair
- Electrical
- Plumbing
- Safety
- Professional image