



# Job Description

**POSITION TITLE:** Maintenance Technician  
**DEPARTMENT:** South Mississippi Housing and Development Corporation  
**FLSA STATUS:** Part Time/Non-Exempt

## SUMMARY:

Under the direction of a Property Manager, the Maintenance Technician is responsible for planning and overseeing the maintenance work to ensure upkeep of buildings, units and grounds and to guarantee the safe and efficient operations of the sites. The Maintenance Technician reports to the Property Manager and is to make key decisions in consultation with Property Manager. The Technician is assigned to work at a designated apartment complex or complexes and may be called upon to assist other personnel at other apartment sites as needed.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform all applicable work required of Preventive Maintenance Plan and Property Management Manual and document work efforts using checklists and tools provided.
- Work closely with the property manager in planning maintenance activities and carry out instructions and directives from the Property Manager.
- Repairs all types of plumbing problems in apartment units, including sinks, tubs, toilets and sewers.
- Repairs all household appliances and equipment in project units, including refrigerator, gas/electric stove, dishwasher, garbage disposal, diagnose air conditioning and heating units problems includes adding Freon to the system.
- Repairs carpentry problems in project units, including doors, locks, roofs and windows.
- Trouble-shoots and repairs all electrical problems inside and outside project units, including meter base, breaker box, switches, receptacle, fixtures and fan motors.
- Installs and repairs sheet rock in project units.
- Takes immediate action on all Emergency and Urgent work orders; may be required to work on-call and after hours.
- Communicates regularly with the following regarding maintenance issues:
  - Property managers (work orders & maintenance concerns)
  - Clients
- Reads blue prints or be able to obtain information of local projects to locate main sewer lines, cutoff valves and other items.
- Performs the following duties regarding work truck:
  - Stocks vehicle daily with supplies or as needed
  - Routine maintenance
  - Annual inventory
- Performs the following duties as needed:
  - Obtains supplies from local vendors (only as needed)
  - AC/ Heating diagnostics & repair

- General clean up and repair work to prepare vacant units for occupancy; includes painting, housekeeping and minor carpentry work.
- Report housekeeping/maintenance issues to Property Manager.
- Ensure replacement parts and tools are maintained at adequate levels and that garage or shop areas are neatly organized, clean and safe.
- Complete all work orders and vacancy turn arounds efficiently and in a timely manner.
- Recommend and implement methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials. Matters that involve a change in established policies, procedures or major directives require Property Manager's approval.
- Work closely with the various contractors as assigned by Property Manager.
- Maintain all maintenance records & related reports.
- Plan the maintenance budget with the property manager to ensure that maintenance operations remain within budgeted guidelines.
- Any other reasonable related duties as assigned.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED:**

- High school diploma or equivalent or vocational training and two or more years of similar work related experience and training or a combination of both.
- Ability to read and interpret documents such as safety rules, operating/maintenance instructions, and procedure manuals.
- Proficient in all areas of maintenance and a minimum Type I & II HVAC Certification (Universal Desired).
- Possess the ability to work independently and identify and respond to issues that need correcting.
- Must be able to effectively communicate with superiors, co-workers, and residents in an open congenial manner.
- Ability to organize and prioritize work and adjust to shifting priorities.
- Must have a current and valid motor vehicle operator's license and maintain a good driving record.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of the job. Employee must be physically capable of accessing all areas of a dwelling, including climbing stairs and entering crawl spaces. Structures may be multi-storied and/or handicapped inaccessible. The employee must regularly lift and/ or move up to 25 pounds, and occasionally lift and/ or move up to 50 pounds. Employee may be exposed to unfavorable conditions during the maintenance process. Employee must be able to physically lift equipment, tools and appliances.

I have received a copy of my job description and understand that this is one of the areas that my evaluation of my job performance will be based upon.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_