

## Maintenance Technician

### Full-Time/Part-Time Description

**Job Objectives:** Responsible for maintaining the physical condition of the community and for coordinating and preparing move-ins at PPPM communities.

**Compensation:** Non-Exempt. Position is eligible for pre-approved overtime. Bonuses (based on PPPM bonus plan).

**Reports to:** Community manager and Maintenance Supervisor

### Essential Job Functions:

- Coordinate and respond to service requests within 24 hours.
- Coordinate make-ready operations with the Community Manager to ensure vacant units are made ready in a timely manner.
- Maintain inventory of supplies and tools for providing service and maintenance.
- Purchase supplies as required through PPPM-approved vendors when pre-approved by the Community Manager.
- Maintain shop and work areas in a neat, organized, and secure condition.
- Preserve the Company Preventative Maintenance Program.
- As needed, recommend capital improvement projects to the Community Manager.
- Inspect and evaluate local competing properties with the Community Manager when requested.
- Teach and monitor safe work practices of all staff. Provide guidance and staff training as necessary.
- Work within budgetary constraints and alert Community Manager on related overages and expenses.
- Work weekends and evenings as needed. Must be available at all times when on call.
- All other tasks as assigned.

### Qualifications and Requirements:

- **Skills** (basic to intermediate):
  - Major appliance repairs
  - HVAC (heating)
  - Plumbing
  - Electrical (when state license not required)
  - Sheetrock/Wall repairs
  - Carpentry
  - Pool care, if applicable
  - Pest control
  - Gutters
  - Painting
  - Roofing work
  - Mathematical skills
  - Verbal and written communications skills
  - Customer service skills

- **Education:** High school diploma or GED. Ability to read, write, speak and understand English.
- **Experience:** 1+ year(s) of building maintenance and/or apartment maintenance.
- **Licenses:**
  - Valid driver's license and \$50,000 in current car liability insurance.
  - Other licenses and certifications as required by state law
- **Equipment:** Position requires individuals to furnish their own vehicle and/or operate a vehicle provided by the community if applicable. Appropriate safety equipment and apparel will be supplied by PPPM and must be used/worn at all times. Maintenance is responsible for supplying their tools. PPPM takes no responsibility for lost, stolen, or broken tools.

**Attendance/Schedule:** Regular work schedule for this position is Monday-Friday 8:30 AM to 5 PM. This position requires ability to work any day of the week, any week of the year and to serve on call as necessary. The individual must attend PPPM training classes and meetings as scheduled. Position requires working at and traveling to all PPPM locations as well as overnight stay when applicable (mileage, time and hotel are paid by PPPM when required for work). Work schedules are subject to change.