



WESTERLY APARTMENTS

POSITION DESCRIPTION
(Revised 9/22/20)

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POSITION: Maintenance Tech

SUPERVISOR: Maintenance Superintendent

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ATTENDANCE REQUIREMENTS:

8:00 a.m. TO 4:00 p.m. (1 hour lunch not paid) Monday through Friday plus alternating on call emergency coverage

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EDUCATION REQUIREMENTS AND SPECIAL SKILLS NECESSARY:

High school diploma or GED; must communicate in the English language. Communication and interpersonal skills; prior experience in building maintenance.

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PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

General apartment building environment with typical electrical and mechanical equipment. Occasional trips to the hardware store. Will work in all areas of the property including resident's suites. Must have the ability to communicate in the English language. Must be able to: grip hand and pneumatic tools; perform visual inspections; use gauges and meters; grip and lift cans of paint and tool box; push wheeled tool cart; grasp and hold hand tools; climb/handle ladders up to 24 feet; handle materials; lift overhead to empty trash; push/pull trash bins from/to inside/outside of buildings; bend and stoop as needed to reach awkward places; grasp/use broom and mop; horizontal reaching to wipe surfaces; bend and stoop to pick up debris; lift up to 100 lbs.

SUPERVISION: No direct supervision, but may be required to train/assist new or less knowledgeable staff from time to time.

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PRINCIPAL DUTIES:

1. Maintain the Building's HVAC, plumbing and electrical systems

- A. Monitor systems
 - * Heating and cooling systems, circulating pumps and motors
 - * Elevators
 - * Emergency generators
 - * Lighting, automatic door and electrical systems
 - * Fire alarm systems
 - * Plumbing and sewer systems
- B. **Work order completion**
- C. Obtain outside contractor assistance for certain specialty repairs that cannot be performed in-house, with approval of the maintenance superintendent. Example: elevators and fire alarm systems will be monitored, but a specialty contractor does all repairs.
- D. Obtain outside contractors to make repairs that are beyond the scope of the staff, with approval of the maintenance superintendent.
- E. Verify goods and services received on purchase orders and invoices.
- F. Maintenance of supply inventory and placing orders when necessary.
- G. Preparation of suites for turnover including inspection of equipment and replacement of faulty equipment and fixtures; arrange for cleaning, painting and final inspections.
- H. Complete assignments in public areas and senior center in preparation for senior center and residents activities.
- I. Be alert for safety or fire hazards in and outside of the buildings and take appropriate action to insure safety and security.
- J. Be aware of project appearance and direct housekeeping or other personnel to areas where cleaning is needed or take action yourself to insure that residents, guests and visitors will get a favorable impression of the buildings, public areas and grounds.

2. Maintain the building and grounds

- A.** Clean the sidewalk, drive, parking lot and grounds of debris, especially after trash removal.
- B.** Salt and remove snow from all sidewalks, as necessary, 24 hours per day.
- C.** Check all lights and change hall lights as needed.
- D.** Participate in Annual Suite Inspections of all suites with management.

3. Clean and prepare resident suites after move-out

- A.** Make minor repairs to all floors, cabinets, walls, appliances, fixtures, blinds, etc. as needed.
- B.** Generally make any and all repairs necessary to prepare the suite for residency by the next tenant.
- C.** Participate in both move-in and move-out suite inspections with the leasing agent.

4. Provide emergency coverage

- A.** Answer all incoming calls.
- B.** Respond to emergency calls within 45 minutes.
- C.** Respond immediately to emergency calls such as overflowing toilets, stuck elevators and heat outages.
- D.** Respond immediately to EMS ambulance calls to the building.
- E.** Lock doors for activity rooms, library, kitchen and game room during final rounds of the evening.

5. Other

- A.** Other duties as may be assigned from time to time by the building administrator.
- B.** Communicate daily with the maintenance superintendent. Keep the superintendent informed on all building problems, emergency situations, maintenance issues and resident concerns that need to be addressed.
- C.** Demonstrate a caring attitude toward residents. Interaction with residents and staff shall be courteous, objective and professional.
- D.** Respond to requests made by other staff via work order.