

JDC MANAGEMENT, LLC JOB DESCRIPTION

Position Title:	MAINTENANCE TECHNICIAN	
Job Group:	JDC MANAGEMENT, LLC	*FLSA Status: NON-EXEMPT
Department:	MAINTENANCE	*Salary Grade: Choose an item.
Supervisor (Title):	MAINTENANCE MANAGER/ DIRECTOR OF MAINTENANCE	*Bonus Eligible: NO
Location (City, State):	VARIES	*Commission Eligible: NO

Position Summary:

The Maintenance Technician is responsible for the daily maintenance issues, completion of work orders, grounds and unit turns of his/her apartment community.

Essential Duties and Responsibilities:

- Responsible for the completion of maintenance service order requests as assigned including; HVAC repair, appliance repair, electrical, painting, carpentry and other general maintenance
- Ensures all work-orders are being processed daily and completed within 24 to 48 hour period unless there are extenuating circumstances that require a longer period for completion
- Records completed work orders in the OneSite system
- Completes make-ready process of vacant apartments as directed by the Property Manager/ Maintenance Supervisor to ensure an adequate inventory of apartments is available to meet the marketing and leasing efforts of the community
- Performs quarterly unit and file inspections to ensure compliance with the LIHTC program
- Completes grounds work which may include picking up trash, sweeping curb and dumpster areas
- Responsible for 24-hour emergency maintenance service request
- Schedules and completes the Preventative Maintenance Program
- Makes sure the office, leasing areas, and model units are clean, ready and open for business
- Follows established company policies and those outlined in the Employee Guidebook
- Works within expense limits established
- Maintains inventory controls for cost effective operations
- Maintains a professional courteous manner with all residents, vendors, contractors, and fellow employees
- Special projects and other responsibilities as assigned

Qualifications:

Education and/or Experience:

- High school diploma and a minimum of 2 years' experience in Maintenance
- A minimum of 2 years' experience in HVAC repair
- EPA Universal Certification preferred, but not required

Requirements:

- Knowledge of appliance repair
- Knowledge of HVAC repair
- Ability to communicate effectively with Property Manager, District Manager, Director of Property Management, residents and subordinates
- Proven abilities and proficiency performing maintenance in all of the following areas: electrical, plumbing, appliance repair, carpentry, painting, cleaning, carpet repair & replacement and air conditioning repair
- Excellent customer service skills
- Valid driver's license
- Basic safety knowledge (i.e., proper lifting techniques, etc.)
- Reach with hands and arms over head to put away or retrieve tools
- Talk in order to communicate information and ensure understanding
- Hear in order to receive directions and identify safety warnings
- Sit, stand, walk, stoop, kneel, crouch or crawl
- Regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds with assistance.
- Close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be a self-starter with the ability to work independently and with little supervision
- Must demonstrate good time management skills

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- Must possess strong planning, organizational and execution skills
- Must possess excellent customer service skills
- Must demonstrate ownership of assigned responsibilities and ability to get the job done correctly and in a timely manner
- Must possess a proactive and positive team approach to problem resolution
- Must have the ability to establish strong working relationships with co-workers, residents and management

Supervisory Responsibilities: (Check the appropriate box)

- None.
- Immediate supervision over a unit, section or department where the majority of the time is spent assigning, reviewing, checking work and eliminating ordinary difficulties. Recommends candidates for hiring, termination; prepares and conducts performance appraisals and salary reviews, and applies company policies.
- Direct supervisor of a department, section, unit or group involving responsibility for results in terms of cost, methods and personnel. Full accountability for hiring, discipline, discharge,

Working Conditions and Environment:

Travel:

- No
- Yes

If yes, then what % of travel time is required: 5%

Work Environment (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.):

- Long and varied hours required occasionally
- Ability to work mandatory physical inventory
- Ability to work in extreme hot or cold environment
- Ability to work in dusty conditions

Physical Demands (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.):

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee may be required to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.