



JOB DESCRIPTION

Job title	<i>Maintenance Technician I</i>
Reports to	<i>QA Manager</i>

Job purpose

The Maintenance Technician I works with other Maintenance Technicians to ensure rental properties are properly maintained and repairs are accurately completed.

Duties and Responsibilities

Some of the duties and responsibilities include:

- Entry level maintenance tasks
- Assist other Maintenance Technicians with various projects
- Ability to change or replace items, such as; light bulbs, batteries, filters, etc.
- Run errands, purchase supplies and drop off materials to job sites
- Install signage at designated locations
- Pick up trash
- Paint with supervision
- All other duties as assigned by management

Qualifications

Previous maintenance experience is preferred.

Qualifications include:

- Entry level maintenance skills
- General knowledge of home repairs
- Excellent customer service skills

- Ability to utilize safety practices and procedures
- Ability to uses and maintains tools and equipment
- Ability to work independently
- Attention to detail
- Valid driver's license and good driving record (required)
- High school diploma

Working conditions

This position requires the **ability to travel** to rental properties and work inside and outside in various weather conditions. Must also be available to respond as needed on holidays, weekends, before or after normal business hours when faced with an emergency at any property.

Physical requirements

This position requires the ability to operate a computer, drive a Company vehicle, use a ladder and work in extreme hot and cold conditions. Must also be able to lift and carry up to 50 lbs.

Approved by:	
Date approved:	