



## TWIN PINES HOUSING

**Job Description:** Maintenance Technician

**Supervisor:** Maintenance Supervisor

**Classification:** Full-time

**General Responsibilities:**

Twin Pines Housing seeks to provide a safe and healthy quality of life for tenants by offering prompt repair and maintenance services, maintaining a high standard of physical plant cleanliness and performance and supportive and courteous interactions with others.

You are expected to work closely with TPH's maintenance supervisor. You will be working closely with other TPH staff members such as maintenance, property management, and resident services who focus on creating and sustaining positive tenant relations. The maintenance supervisor will assist you in prioritizing your work, and provide you with supervisory support.

**Essential Responsibilities:**

- Complete all work orders within five (5) business days unless otherwise approved by the maintenance supervisor.
- Perform turnover of all vacant units within four (4) business days unless otherwise approved by the maintenance supervisor, such as when units require extensive work. Turnover of vacant units takes priority over non-emergency tasks.
- Meet with contractors to allow them access to the property as needed.
- Assist and/or cover for custodial staff with cleaning of common areas on scheduled days as determined by the maintenance supervisor.
- Maintain curb appeal by keeping exteriors clean and orderly. Whenever arriving at a property, walk the grounds, clean up any debris on the grounds, weed gardens and take note of any needed repairs and bring them to the maintenance supervisor's attention.
- Maintain positive and professional relationships with each resident.
- Maintain safety within all common areas and walk-ways, including removing debris, ice, snow or other potential hazards.
- Training as assigned.
- Other duties as assigned.

This position requires personal contact with apartment residents. Proper conduct with residents, co-workers and supervisors is essential at all times. Our residents and customers depend on us to be observant and swift to respond to their needs. Every day is different, demanding, rewarding and fun.

**Qualifications:**

- Minimum of high school diploma or equivalent, or similar previous experience.
- Ability to work cooperatively, effectively, and efficiently with a diverse group of people in a team environment.
- Ability to multi-task and prioritize in a fast paced changing environment.

- Excellent communication skills with co-workers and tenants.
- Ability to lift 50 pounds, repeatedly on occasion.
- Must have attention to detail.
- Ability to bend, stoop, kneel, climb a ladder, and work with arms extended
- Must have reliable transportation. Will be required to travel on a daily basis from site to site. Valid driver's license and proof of insurance required.
- Must be able to pass criminal background and credit check.
- Must take and pass training on Fair Housing and other topics while employed.