



Service Technician Job Description

Reports To: Service Supervisor

Supervises: No direct reports. Works laterally with other property employees to ensure necessary tasks are completed.

Compensation: Non-Exempt/Hourly.

Education, Training, and Experience/Qualifications:

➤ **Education:**

- High school graduate or equivalent required.
- This position does require the ability to read and write English fluently, and the ability to perform basic to intermediate mathematical functions.
- Must be knowledgeable and comply with all Fair Housing and ADA laws and regulations.

➤ **Special skills or equipment required:**

- Must be capable of operating standard tools.
- Display effective communication, customer service, and organizational skills.
- Must be able to receive and follow detailed instructions, as well as give them, and ensure detailed instructions are followed.
- Required to stand and/or be in continuous motion for extended periods of time while performing job functions with physical endurance.
- Must have a valid driver's license and insurance as well as a vehicle to travel between properties

➤ **Physical and/or mental requirements:**

➤ **Pass required physical testing and includes the below abilities**

- May be required to lift and carry up to 100 pounds in various forms.
- Required to stand and /or be in continuous motion for extended periods of time, while performing job functions with physical endurance.
- Must be capable of working under pressure as well as organizing and planning efficiently.
- Must be able to concentrate and plan for extended periods of time.
- Must be able to climb stairs on a regular basis throughout the day.

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- Must work with chemicals and flammable materials daily.
- Must be capable of working in extreme hot or cold temperatures; wear safety glasses, mask, gloves, and back support when needed.

Job Description: Responsibilities include but not limited to:

- Completes basic service tasks
- Tasks associated with prepping apartments for new tenants such as painting efficiently
- Snow removal and/or shoveling
- Pulling weeds, laying mulch, trimming trees
- Keeps maintenance shop neat and clean
- Coordinates activities daily with maintenance supervisor
- Ensures all flammable materials are stored in appropriate areas and containers. Ensures compliance with all OSHA requirements.
- Performs preventive maintenance on exterior touch up paint, stucco, wood repair, A/C coil filters, smoke detectors, flush water heaters, irrigation checks, electrical checks, and roof repairs.
- Works directly with vendors to ensure the best possible price and quality of products.
- Performs grounds maintenance including picking up trash, cleaning hallways and pressure washing
- Changes locks and replaces keys.
- Tests smoke alarms and fire sprinkler systems, and maintain required logs. Checks extinguishers and alarm systems on a regular basis.
- Other duties:
 - Monitors the punch board
 - Ensures the equipment is not loaned out without written approval of the on-site manager.
 - Performs all other duties as assigned.

This position is responsible for performing necessary maintenance duties and implementing preventive maintenance procedures, maintains the property and “nuns” vacant apartments promptly and with the highest standards. Must interact with residents in a positive and professional manner.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE, AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

SIGNATURES:

Employee Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.

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