



<b>EMPLOYEE:</b>	<b>JOB TITLE: MAINTENANCE TECHNICIAN</b>	<b>REPORTS TO: MAINTENANCE SUPERVISOR</b>
<b>PROPERTY:</b>	<b>EFFECTIVE DATE:</b>	<b>STATUS: NON-EXEMPT</b>

**GENERAL DESCRIPTION-ESSENTIAL FUNCTIONS ( KEY JOB RESPONSIBILITIES AND ACTIVITIES)**

- Responsible for making repairs to the building(s) tracking own productivity and inventory.
- Performs preventative maintenance duties for the building, grounds and apartments
- Duties included but not limited to repairing or replacing plumbing, electrical, doors, windows, and painting
- Assists in ensuring an above average scores of 80% on REAC or other physical inspections
- General apartment building and maintenance repair
- Basic plumbing repairs to water and sewage systems including replacement of fittings and clearing of stoppages
- Basic electrical repairs to appliances, fixtures, switches, and circuits
- Basic painting of both interior and exterior surfaces
- Hangs and repairs sheetrock
- Framing, cabinet rebuilding, and finish carpentry
- Submits completed work orders on a daily basis to direct supervisor
- Attends required Trillium team training, safety, and staff meetings
- Responds to building emergencies on after hours on-call schedule
- Reports unusual occurrences or suspicious activities to supervisor
- Keeps supervisor informed of maintenance problems through weekly meetings
- Provides effective and courteous service to residents, guests and coworkers
- Conducts work tasks safely in compliance with safety rules
- Inspects units during monthly pest control. Notes the condition of the unit
- Work in accordance with all established local, state, and federal safety laws, standards and company policies
- May have to drive own vehicle to pick up parts/supplies, valid driver's licenses and insurance as required by law
- Other duties as assigned

**PERFORMANCE MEASURES ( KEY DELIVERABLES AND EXPECTED RESULTS)**

- Complete work assignments within establish time frames.
- Replace angle stops, rebuild flushing mechanisms in toilets, replace faucets, change seats, stems or washers
- Plunge and or auger toilets, removing and replacing if necessary.
- Extract water from flooded apartments and set up carpet fans
- Replace light fixtures, ballasts, switches and plugs.
- Replace locks, cabinet hardware, blinds, shelving, and fixtures
- Patch drywall; apply matching texture, prime and paint to match existing surfaces seamlessly
- Unclog toilets, tubs, bathroom sinks, kitchen sinks using a 1/4" by 25' drain snake.
- Diagnose a malfunctioning garbage disposal and determine if it can be repaired or replaced
- Change air conditioning filters
- Disassemble a ventilation fan, diagnose it and rebuild it
- Track parts or materials used in repairs and stock in inventory
- Maintain a high level of productivity

### **SKILL SET (*REQUIRED SKILLS AND OTHER FACTORS FOR JOB SUCCESS*)**

- Respectful demeanor with coworkers and residents
- Customer service orientation
- Strong knowledge of building systems
- Performs manual labor requiring knowledge of cleaning techniques, use of tools and equipment
- Written and oral communication skills and responsive to internal customer needs and concerns
- Must meet physical requirements attached
- Satisfied residents while maintaining professional boundaries when interacting with residents
- Fill out paperwork without assistance
- Report issues that may arise in the appropriate manner to the appropriate person

### **AT-WILL EMPLOYMENT**

- Employment with Trillium is at will. This means that both Trillium and Employee have the right to terminate the employment relationship at any time, with or without advance notice and with or without cause.
- The first 90 days of Employee's employment will be considered an introductory period. However, this introductory period will not alter or modify the at-will nature of the employment.

### **TRILLIUM POLICIES AND PROCEDURES**

- Employee will be provided a copy of the Trillium Employee Handbook and must adhere to all applicable policies, procedures and code of conduct contained therein.
- At the start of Employee's employment with Trillium, Employee will be provided information on benefits available to Employees holding this position.
- Employee is expected to act professional in all interactions with co-workers, third-party vendors and/or residents.
- Employee is required to arrive to work on-time for each scheduled shift.
- In the case of an emergency, Employee is required to contact his/her manager or supervisor at least 30 minutes prior to Employee's start time if Employee is going to be late or absent from work.
- Excessive tardiness or absenteeism will subject the Employee to disciplinary action, up to and including termination.
- Employee is required to maintain a timesheet for all hours worked and submit the timesheet to Employer on a semi-monthly basis. The timesheet must accurately reflect all hours worked by Employee, including all overtime hours.

### **MEAL AND REST BREAKS**

- For every five (5) hours worked on any single day, Employee shall have an off-duty, unpaid meal period of at least thirty (30) minutes. Employee must record all meal periods on Employee's timesheet.
- Employee shall take a paid rest period of ten (10) minutes for every four (4) hours worked on any day.
- When Employee's work period of not more than six (6) hours will complete the day's work, Employee's meal period may be waived at Employee's sole discretion.

**OTHER**

- If at any time Employee is unable to comply with any of the requirements outlined above, Employee must immediately notify his/her supervisor. Failure to do so may result in disciplinary action, up to and including termination.

Limitations & Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. This job description is subject to change at management’s discretion and is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. Employee acknowledges that he/she has reviewed this document and understands the duties and expectations of the position.”

EMPLOYEE SIGNATURE:	DATE:
SUPERVISOR SIGNATURE:	DATE:
HUMAN RESOURCES SIGNATURE:	DATE:

## PHYSICAL JOB REQUIREMENTS - MAINTENANCE TECHNICIAN

Essential Activities – Please check those activities that are essential functions of the position (the core purpose of the position):

### 1. Body Movements

- Lifting weight  40-59 lbs
- Lifting frequency  Frequently
- Bending/pushing  Frequently
- Reaching overhead  Frequently
- Pulling loads  Frequently
- Kneeling  Frequently
- Climbing ladders  Frequently
- Climbing stairs  Frequently
- Wrist torquing  Frequently
- Gripping  Frequently
- Driving Hours at a time: 2 Total Hours: 4

### 2. Repetitive Hand Motion

- Keyboarding/typing  Occasional
- Gripping/clicking mouse  Occasional
- Collating  Occasional
- Stapling  Occasional
- Telephone  Occasional

### 3. Visual and Auditory Acuity

- Accurate color perception
- Accurate depth perception
- Ability to hear emergency communications over telephone

### 4. Physical Hazards

- Ladder >10 ft  Elevated work surfaces  Confined spaces
- Paint/lacquer  Electrical <120 V  Electrical 120–600 V
- Pressure and vacuum

EMPLOYEE SIGNATURE:

DATE: