

## Job Description

**Position Title:** *Off-Site Maintenance Technician*

**Position Class:** *Non-Exempt/Hourly*

**Supervisory Responsibilities:** *None*

**Reports to:** *Director of Property Management/Regional Manager*

## RCHDC Maintenance Technician

### General Duties and Responsibilities

To keep and maintain buildings, and grounds in good conditions at all times. To insure the buildings and grounds are kept in such manner as to create a healthy and safe physical environment, maximize the useful life of all property. To adhere to the preventative maintenance schedule, respond to immediate needs and arrange for skilled repair work as required. Maintain projects per management plan. (An outside contractor may provide lawn and gardening services.) Comply with all State and Federal Laws as they relate to tenants' rights.

### Job Duties and Responsibilities

1. To perform the daily, weekly and quarterly routine inspections and replacements in accordance with the established maintenance schedule.
2. To record accurately all such required tasks on the maintenance schedule and provide such maintenance schedule to the supervisor on a monthly basis.
3. Order maintenance supplies.
4. Prepare units for occupancy (clean, disinfect, paint, patch, etc.); replace windows, doors, door locks; lights.
5. Keep walkways parking areas free of debris.
6. Oversee the maintenance of the lawns/garden areas and sprinkler systems as instructed.
7. Maintain inventory of tools, equipment, supplies, etc.
8. Report health and safety hazards, injuries and accidents to the proper authorities and to the Property Manager and supervisor as soon as possible.
9. Execution of rehabilitation plans.
10. Maintain property according to health and safety standards.
11. Maintain work order log and "repair/reports" filing system.
12. Maintain a repairs/replacement file on the project and on each unit at the project.

13. Maintain work order log in accordance with specification and “repair/reports” filing system. Original Document 7/29/15 RCHDC Personnel Committee Approved

14. Solicit bids for necessary work as directed.

15. Other duties as assigned.