

# Job Description – Service Technician

Under the directions, and supervision of the General Manager, responsible for performing routine and turnover maintenance, complete maintenance work orders as assigned; including HVAC, plumbing, electrical, painting, pool up-keep, daily maintenance, trim carpentry and exterior carpentry.

Below are specific requirements of the Service Technician to perform:

## I. Minimum Required Skills:

- a. Electrical repair (replace light fixtures, outlets, switches, etc.)
- b. Plumbing repair (leaky faucet, replace reset lavatory, replace facets, etc)
- c. Licenses or Certifications: HVAC (training will be provided, if needed)
- d. Carpentry repair (drywall patching & replacement, base boards and casing, etc.)
- e. Painting and caulking
- f. General maintenance and basic tool knowledge
- g. Must be able to work independently
- h. Must be able to climb ladders, work in crawl spaces and on roofs
- i. Knowledge of landscaping and exterior maintenance

## II. Performance:

- a. Follow and adhere to the Denizen Management Property Maintenance Policies & Procedures
  - i. Routine Maintenance
  - ii. Work Orders
  - iii. Maintain all maintenance logs
- b. Meet cycle times and schedules
- c. Other assignments assigned

## Minimum Job Requirements of the Job:

- a. High School Diploma
- b. Three (3) to five (5) years of relevant work experience
- c. Licenses or Certifications; HVAC



- d. Full Time
- e. Days and Hours of Work: Monday-Friday 8:30 am to 5:00 pm.
- f. Rotating On-Call responsibilities are required for evening and weekends
- g. Valid driver's license and personal auto insurance
- h. Excellent customer service and communication skills
- i. Ability to interact positively with customer and employees
- j. Demonstrate initiative and follow through on projects and work assignments
- k. Proficient in the use of the Office Suite and propensity to learn new software programs
- l. Attention to detail and accuracy
- m. Must possess a valid driver's license.