

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 all Denizen Management Policies & Procedures including:
 - i. Routine Maintenance
 - ii. Work Orders
 - iii. Safe Lift Policy
 - iv. 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. Required to provide own hand tools and portable power tools to perform various duties of the job
- e. Rotate On-Call responsibilities evenings and weekends with assigned Community Employees, and other Communities in area of assigned Community, if directed.
- f. All Service Technicians are on call in the event of a property emergency, including weather, fire or other events deemed property emergencies
- g. Excellent customer service and communication skills
- h. Ability to interact positively with customer and employees
- i. Demonstrate initiative and follow through on projects and work assignments
- j. Travel for first day training, QUE 101 and other Denizen Management required training
- 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 and personal auto insurance

I have read and understand my job description.

Signature: _____ Date: _____

Printed Name: _____

