**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:

1. Minimum Required Skills:
   1. Electrical repair (replace light fixtures, outlets, switches, etc.)
   2. Plumbing repair (leaky faucet, replace reset lavatory, replace facets, etc)
   3. Licenses or Certifications: HVAC (training will be provided, if needed)
   4. Carpentry repair (drywall patching & replacement, base boards and casing, etc.)
   5. Painting and caulking
   6. General maintenance and basic tool knowledge
   7. Must be able to work independently
   8. Must be able to climb ladders, work in crawl spaces and on roofs
   9. Knowledge of landscaping and exterior maintenance
2. Performance:
   1. Follow and adhere to the Denizen Management Property Maintenance Policies & Procedures
      1. Routine Maintenance
      2. Work Orders
      3. Maintain all maintenance logs
   2. Meet cycle times and schedules
   3. Other assignments assigned

**Minimum Job Requirements of the Job:**

1. High School Diploma
2. Three (3) to five (5) years of relevant work experience
3. Licenses or Certifications; HVAC
4. Full Time
5. Days and Hours of Work: Monday-Friday 8:30 am to 5:00 pm.
6. Rotating On-Call responsibilities are required for evening and weekends
7. Valid driver’s license and personal auto insurance
8. Excellent customer service and communication skills
9. Ability to interact positively with customer and employees
10. Demonstrate initiative and follow through on projects and work assignments
11. Proficient in the use of the Office Suite and propensity to learn new software programs
12. Attention to detail and accuracy
13. Must possess a valid driver’s license.