



The Sexton Companies

JOB DESCRIPTION

POSITION TITLE: MAINTENANCE TECHNICIAN
POSITION REPORTS TO: MAINTENANCE SUPERVISOR
DEPARTMENT: PROPERTY MANAGEMENT
SUPERVISORY RESPONSIBILITY: N/A

JOB SUMMARY:

An apartment Maintenance Technician responds to resident service requests, performs repairs on plumbing, electrical, and HVAC systems, maintains common areas and grounds, prepares vacant apartments for new residents and conducts preventive maintenance to ensure resident comfort, safety, and property upkeep. Perform tasks by following company standards regarding vendors, approvals, and financials guidelines.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Repair & Maintenance:

Diagnose, troubleshoot and repair issues with plumbing, electrical, and HVAC systems, as well as other equipment like appliances and light fixtures. Utilizing and following the maintenance work order system process. Preparing apartments timely between residents using the punch sheet process. Clean up after each job or project. Assists in maintaining swimming pools and other property amenities as delegated by management.

Preventive Maintenance:

Conduct routine inspections and complete maintenance of grounds, vacant apartments, occupied apartments and buildings to prevent future problems and ensure the community's short and long-term condition.

Resident Service:

Respond promptly to resident maintenance requests, providing reliable and timely service to ensure resident satisfaction. Perform snow and ice removal according to the Sexton Company policy.

Apartment Turnovers:

Prepare vacant units for new residents by performing necessary repairs, and updates to Sexton Company market ready standards.

Common Area Upkeep:

Keep shared spaces such as hallways, pools, garage/carport buildings, ponds, amenities and grounds clean and well-maintained.

Safety & Compliance:

Monitor and test equipment (e.g., smoke detectors, exhaust fans, filters) and ensure work adheres to company policies. Adhere to the company dress code and name badge requirement. Perform tasks in apartments, buildings, grounds, pool, and clubhouse at Owners and/or Management request.

Inventory & Supply Management:

Track necessary parts and supplies and communicate needed parts to maintain adequate stock.

Emergency Response:

Be available for on-call rotations to address urgent issues, such as lockout, system malfunctions or emergency work orders.

REQUIRED SKILLS AND QUALIFICATIONS:

Technical Skills: Working knowledge of plumbing, electrical, HVAC, and carpentry. Supply own tools and agree to obtain HVAC certification within 90 days of hire.

Troubleshooting & Problem-Solving: Ability to identify the root cause of a problem and develop an effective solution in a timely manner.

Customer Service: Strong interpersonal skills to interact positively with residents and maintain good relationships.

Communication: Effective verbal and written skills to keep residents informed and communicate efficiently. Excellent communication with management to eliminate risk.

Organization & Time Management: Ability to manage multiple tasks and projects efficiently.

Safety Awareness: Understanding of safety regulations and safety issues. Clearly able to communicate any safety issues to Management.

EDUCATION REQUIREMENTS

High school diploma or equivalent.

PHYSICAL AND WORK REQUIREMENTS:

Driver’s license and auto insurance.

Ability to lift, climb ladders, bend, stoop, and stand for extended periods of time.

This position performs tasks in the maintenance shop, clubhouse, apartments, apartment buildings and community grounds.

Tasks are performed throughout the community in all types of weather.

Other duties deemed as necessary by management.

Employee Signature

Date

M & J Management Corporation

Date