



JOB TITLE: Maintenance Technician

EMPLOYER: ReBUILD Metro, Inc.

DEPARTMENT: Property Management

REPORTS TO: Property Manager

EFFECTIVE DATE: 10/14/2022

MISSION: The mission of ReBUILD Metro is to restore the history and prosperity of neighborhoods by rebuilding homes and fostering enduring community relationships. We work to ensure that everyone in the communities we serve has a decent and affordable home in a stable and safe environment.

SUMMARY: Maintaining and repairing physical structures of buildings and property grounds.

DUTIES AND RESPONSIBILITIES:

Maintenance

- Receives written work orders or verbal instructions from supervisor.
- Cuts grass and trims weeds on organization's property.
- Digs flower beds and plants flowers.
- Constructs decorative flower garden borders from wood.
- Cleans internal areas of buildings, including buffing, dusting, sweeping, and mopping.
- Cleans appliances.
- Washes windows.
- Empties trash cans and consolidates trash for weekly pickup.
- Paints interior and exterior walls and trim.
- Repairs parking lot and sidewalks with asphalt, cold patching materials, and concrete.
- Operates snow removal equipment to maintain parking lots and sidewalks.
- Maintains and repairs buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses.
- Maintains and repairs appliances and HVAC equipment.
- Repairs or replaces building brick, stone, and concrete.
- Maintains and repairs wood parts of buildings.
- Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment such as truck, street sweeper, and riding mower.
- Travels to pick up supplies
- Assists other departments with moving furniture and unloading and storing supplies.
- Performs other related duties as assigned by management.

Safety

- Learn and ensure compliance with all company, local, state and federal safety rules.
- Ensure that unsafe conditions are corrected in a timely manner.
- Performs other related duties as assigned by management.



Administrative

- Prepares and/or implements procedures and systems within company guidelines to ensure orderly, efficient workflow.
- Confirms all leases and corresponding paperwork are completed and input into Yardi/Site Manager system accurately and on a timely basis.
- Ensures current resident files are properly maintained.
- Ensures all administrative paperwork is accurate, complete and submitted on a timely basis.
- Participates as designated in emergency team for community. Ensure proper response and handling of all community emergencies with staff, residents, properties, etc. within company guidelines to minimize liabilities (i.e., criminal activity on community, employee/resident injuries, fires, floods, freezes, etc.).
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Demonstrated ability to plan and prioritize tasks in a self-directed work environment and maintain high levels of productivity without direct supervision.
- Able to work in a team environment and take direction.
- Able to stand and exert fast-paced mobility for entire shift.
- Able to maintain balance, lift, bend, kneel, stoop, and wipe.
- Strong knowledge of residential buildings, interior and exterior.
- Must have competent skills using a variety of tools.
- Detail oriented.
- Outstanding communication skills, both written and verbal
- Computer skills required: Word Processing Software (Word); Electronic Mail Software (Outlook)
- Must have a vehicle and valid driver's license

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment- free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Frequently required to sit
- Continually required to utilize hand and finger dexterity
- Continually required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information
- Continually required to lift/push/carry items more than 50 pounds
- Continually exposure to outside weather conditions
- Continually exposure to extreme heat or cold (non-weather)
- While performing the duties of this job, the noise level in the work environment is usually moderate

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.