

# Maintenance Technician

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## Job Description

**Department:** Property Management

**Reports To:** Maintenance Supervisor or  
Community Manager

**FLSA Status:** Non-Except

**Last Revised:** November 2025

## About the Position

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The Maintenance Technician is responsible for performing routine and preventive maintenance to ensure the safety, functionality, and aesthetic appeal of apartment communities. This role supports the operations team by completing maintenance requests, assisting with property upkeep, and ensuring vacant units are ready for occupancy.

## Position Requirements

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### Essential Duties and Responsibilities:

- **Maintenance Requests:** Receive, prioritize, and complete maintenance requests for apartment units, common areas, and building exteriors. Repairs may include, but are not limited to, interior and exterior painting, drywall repair, electrical, plumbing, minor appliance repairs, furniture moving, and assisting with pest control.
- **Unit Turnovers:** Collaborate with the Community Manager to prepare vacant units for re-rent in a timely and efficient manner.
- **Preventive Maintenance:** Develop and implement preventive maintenance programs for equipment, systems, and building infrastructure to ensure optimal performance.
- **Systems Oversight:** Understand and routinely monitor the operation of fire control, water, and other critical building systems to ensure proper functionality and compliance with safety standards.
- **Groundskeeping:** Conduct regular grounds maintenance to maintain curb appeal and a welcoming environment for residents.
- **Janitorial Duties:** Perform interior and exterior cleaning tasks to maintain a safe, clean, and attractive property.
- **Supplies and Procurement:** Purchase and manage supplies, equipment, and services necessary to meet routine maintenance needs efficiently.

**Knowledge, Skills and Abilities:**

- Excellent communication skills, both written and verbal, with strong attention to detail.
- Strong interpersonal skills and the ability to work effectively with diverse stakeholders.
- Proactive, organized, and adaptable with the ability to manage multiple tasks in a fast-paced environment.
- High level of professionalism, ethics, and integrity.

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

**Qualifications:**

- Experience performing general maintenance tasks at multiple locations
- Ability to work with a diverse population in a residential environment

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, see, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

- Flexibility to travel to different locations as needed.
- Valid driver's license and insurance.
- Ability to work inside and outside in various weather conditions.

**Attendance:** Position requires on-call status and flexibility to work any hours necessary to complete the job. Work schedules and location assignments are subject to change.