



JOB DESCRIPTION

Job Title: Maintenance Technician
Status: Full-time/Non-exempt
Supervisor(s): Maintenance Coordinator

POSITION SUMMARY:

The Maintenance Technician will be responsible for performing repairs and unit turnover in apartments that Abode Services master leases or owns throughout Alameda County. Has responsibility for providing maintenance and repair services at all Agency office locations as required.

JOB DESCRIPTION AND RESPONSIBILITIES:

- Ability to answer emergency calls
- Have own registered and insured vehicle than can transport necessary work materials
- Taking pride in work
- Demonstrate initiative, personal awareness, professionalism, integrity, and exercise confidentiality in all areas of performance.
- Project a professional image and demeanor.
- Understand, apply, and comply with all company standards.
- Responsible for performing or coordinating with outside vendors, ensuring that work is performed safely and to our specifications.
- Complete paperwork and follow through as needed for current work orders.
- Control and maintain an adequate inventory of parts and the candidate must supply all his own tools
- Responsible for general maintenance and orderliness for all units that are housed through Abodes Services.
- Report and update the companies ticketing system for work orders and update maintenance supervisor of the daily repair and renovation of apartments.

QUALIFICATIONS:

- 3-5 years experience in Unit Turnover
- Strong communication skills in English both verbally and in written
- Experience and knowledge of plumbing, electrical, and carpentry.
- Experience in repairing sheetrock, door frames, door Locks, and cabinetry
- Experience in replacing unit plumbing
- Experience in troubleshooting a wide variety of apartment related problems including appliances and minor electrical issues
- Experience with working both independently and at times under the direction of the Maintenance Coordinator.

- Experience with quality control, health and safety regulations as they pertain to performing repairs
- Reliable Transportation, valid and current CA Driver's License and Insurance are required.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.