



PROPERTY ONE

Maintenance Technician

Job Description

Day-to-day operations, duties and responsibilities of a Property One, Inc. Maintenance Technician will be driven by our “Yardi Voyager” work order system as well as the direction of the Property Manager.

The Areas of Responsibility include but are not limited to the following:

- Follow all established company policies outlined in the Employee Handbook.
- Provide quality maintenance service to all clients and tenants.
- Maintain a professional courteous manner with all tenants, vendors, and fellow employees.
- Communicate maintenance activity or issues with Property manager.
- Timely completion of all maintenance service requests.
- Work within expense limits set by the Property Manager.
- Maintain/Monitor all building systems and equipment as assigned.
- Maintain a supply and tools inventory for cost effective operation.
- Coordinate special projects as directed by Property Manager.
- Assist in overseeing all work performed by outside vendors or contractors.
- Respond to “after hour” call outs for emergency situations or major weather events.
- Carry a cell phone or have a dedicated number so you can be contacted after hours.
- Complete building and grounds work as directed by the Property Manager or “Yardi Voyager” work order system which may include trash pick-up around dumpsters and parking lot, unclogging toilets, cleaning restrooms, and buildings.
- Alerting Property Manager of any unusual occurrences and damage to property.
- Complete time sheets and mileage reimbursement paperwork and submit to Property Manager for review and signature.
- Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
- This job requires exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

I acknowledge that I have read and understand my responsibility as a Property One, Inc. Maintenance Technician and agree to the responsibilities above.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____