

Maintenance Technician**Classification: Non-exempt****Reports To: Property Mgr / Maintenance Mgr / Maintenance Supervisor (circle one)****Approved By: Human Resources****Revision Date: Aug 18, 2011, Mar 30, 2012; Aug 4, 2014; Sep 1, 2015; Sep 21 2017;
Jul 30 2018****Effective Date: June 23, 2011****Purpose**

Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Performs related duties as assigned.

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job duties.

Essential Duties

Provide a full range of unskilled and semi-skilled tasks in the maintenance and operation of buildings and grounds including, but not limited to:

- Must be ON CALL for emergencies by cell phone. *Please read and acknowledge Newport Pacific Capital Co.'s "ON CALL POLICY."*
- Participate in minor grounds maintenance activities involved in the beautification of grounds and landscaped areas, e.g. clean laundry room, restrooms and other park facilities, change light bulbs, remove cobwebs, sweep walkways, etc.
- Ensure safe pedestrian passage throughout Community particularly in adverse weather conditions (e.g. clearing snow where required, salting, etc.)
- Attend to breakdowns in the power generators, water mains, water wells, pumps, etc. and take corrective action as needed.
- Minor maintenance, such as cleaning of gutters, and repairs of other areas of Community as directed by supervisor.
- Perform minor landscape work, e.g. weeding, watering, planting, mowing, edging, trimming, pruning, etc.
- Clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps, etc. and clean up spillages as required.
- First line maintenance of fixtures and fittings (e.g. tightening of screws on window hinges, maintenance on door handles, minor repairs as a temporary measure after break-ins, vandalism, etc.)
- Maintain pool in a clean and healthy manner, if allowed by local ordinance.
- Pick up and dispose of waste and debris including hauling and dump runs.
- Operate a variety of machinery and tools including grounds equipment, company vehicles, and various hand and power tools.
- Observe established policies and procedures.
- Ability to handle job stress and interact effectively with others in the workplace.
- Other duties as assigned.

Job Duties

- Opens and closes, locks and unlocks facilities as needed.
- Maintain equipment and supplies used to perform job and inform supervisor when maintenance or pool supplies are low.
- Assist in the transport and relocation of equipment and furniture as needed.

- Assist in setting up and taking down equipment for various Community programs.
- Perform errands and special projects as requested by supervisor.
- Drive a motor vehicle from site to site to conduct work.

Employee Relations

Able to establish, work, and maintain working relationships with co-workers, supervisors, and Community residents in a courteous and responsible manner

Supervision

Works under the general supervision of the Property Manager

Job Qualifications

Knowledge

Thorough knowledge of the principles, practices, equipment, tools and materials used as applied to the maintenance and repair of community buildings and related facilities
Thorough knowledge of the hazards and necessary safety precautions involved in maintenance work

Skills

Communicate effectively
Complete daily activities according to work schedule
Operate and maintain a wide variety of hand and power tools and equipment

Abilities

Ability to plan work independently
Ability to prepare plans, specifications and estimates
Able to read warning labels on chemicals and follow emergency procedures
Ability to establish and maintain effective working relationships with others

Education

High School graduate or GED equivalent or combination of training and experience, which provides the required knowledge, skills and abilities
(A comparable amount of training and experience may be substituted for the minimum qualifications.)

Licenses or Designations

Valid driver's license

Working Conditions

Physical Work Demands

Indoor and outdoor work environment
Seasonal heat and cold or adverse weather conditions
Dexterity of hands and fingers to operate maintenance equipment
Able to lift and/or move up to 25 pounds frequently and, *with assistance*, lift and/or move up to 75 pounds occasionally
Seeing to inspect projects and read a variety of materials, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
Sitting or standing for extended periods of time
Stooping, kneeling, crouching, crawling, climbing, balancing, reaching, or bending at the waist on a daily basis

Mental Work Demands

Hours occasionally exceed 40 hours per week, some weekends, holidays and evenings

Noise

Vibration

Hazards

Working around and with machinery having moving parts

Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name