



Mission Statement:

“As a member of the Perennial Properties Team, I will strive to provide the best apartment community living for each and every one of our residents. Our Residents and Service Representatives will be met with the utmost courtesy, professionalism and sense of promptness in every instance.”

Service Technician

Job Description

Location: On site

Reports To: Service Manager and Community Manager

Hours: Monday thru Friday, between 8:00 a.m. and 6:00 p.m. This position requires the willingness to work overtime any of the seven days of the week, 52 weeks of the year. Hours of operation are subject to change based on the Property’s needs and activities. Employee will be responsible for carrying a cell phone. Must be available for on-call duty.

Competencies and Education: Must be competent in the areas of communication, customer service, accountability, teamwork and organization. Service Techs should present a professional image at all times. A minimum of a high school education is required. This position requires the ability to read and write English fluently and the ability to perform basic to intermediate mathematical functions. Must have own tools.

Other Qualifications:

- Apartment Maintenance or similar experience preferred.
- EPA Type 1 and Type 2 refrigeration certification and a working knowledge of all aspects of HVAC maintenance.
- CPO (Certified Pool Operator) certification.
- Satisfactory completion of the Company’s maintenance testing.

Physical Requirements:

- Ability to lift up to 50 lbs.
- Ability to push/pull up to 100 lbs.
- Ability to climb a ladder up to 40 feet.
- Ability to use hand tools and test equipment.
- Ability to kneel, stand, stoop for extended periods of time.
- Ability to withstand all weather conditions including temperatures in excess of 90 degrees.
- Access and ability to drive a car.

Some examples of work where these physical requirements would apply are moving appliances from one apartment to another with a hand truck, hanging lighting fixtures, moving furniture,

climbing a ladder to change an exterior building light, and loading and unloading building materials.

Maintenance and Technical Tasks:

- Assist in monthly preventive maintenance to ensure efficient operations and upkeep of the buildings, heating and air conditioning systems, elevators, fire safety equipment, swimming pool, fitness room, gate system, irrigation, and exterior lighting.
- Perform various maintenance work requests for residents including, but not limited to plumbing repairs, appliance repairs, HVAC repairs, electrical repairs, and carpentry repairs.
- Make repairs to vacant apartments including painting and carpet cleaning to reach rent-ready status. Complete the punch list on vacant units and return to the Service Manager upon completion.
- Daily maintenance of the swimming pool including chemical treatments.
- Daily maintenance of the fitness room and laundry room including cleaning floors, mirrors, and machines.
- Maintenance of the grounds and common areas including removing trash, sweeping, pressure washing, blowing and repairing broken lights or other building fixtures.
- All work is to be performed in strict adherence to OSHA guidelines and with the proper protective equipment.
- Other projects and duties as requested.

Administrative Tasks:

- Notify the Service Manager when supplies are needed.
- Complete documentation on all completed work orders regarding specific repairs done and date and time of completion. Return completed work orders to the Service Manager.
- Review the MSDS logs prior to use of any new chemical.
- Participate in on-going internal and external training related to areas of the position.

General Responsibilities:

- It is the employee's responsibility to continue to develop and refine their skills to improve performance in their position and to be eligible for promotion.
- Maintain a professional image and follow the Company's dress code. Represent the Company in a professional manner while on-site and off-site during business related functions.
- Accept tasks that may benefit the property and assist in the team meeting and exceeding goals.

Corporate Integrity:

All employees in all positions are expected to act professionally at all time, including but not limited to treating others with respect, valuing diversity, supporting team/community goals, and following company policies and procedures. All employees must be able to handle confidential information in a discreet, professional manner.

Disclaimer: This job description is not designed to be a comprehensive list of duties, responsibilities and qualifications required in the job. Reasonable accommodations may be made to qualified, disabled individuals for performance of essential duties and responsibilities.

Print Name

Signature

Date