



## PEACHTREE HILLS PLACE

AN ISAKSON LIVING COMMUNITY

### **JOB DESCRIPTION**

**TITLE:** Maintenance Technician

**EXEMPT STATUS:** Non-Exempt

**HOURS OF SERVICE:** Full-time; Hourly

**REPORTS TO:** Maintenance Supervisor

#### **GENERAL SUMMARY:**

The Maintenance Technician is responsible for maintaining all aspects of the physical plant. This position will be responsible for conducting preventive maintenance, routine servicing, seasonal repairs and changes, building equipment maintenance and repairs, mechanical plant and plumbing repairs throughout the community.

#### **PRINCIPLE DUTIES:**

- Clean facilities by sweeping, dusting etc.
- Perform maintenance and light repairs
- Perform routine landscaping on the grounds
- Paint and fill gaps or crevices (on walls, sidewalks etc.)
- Undertake light installation or carpeting (e.g. build cabinets)
- Repair equipment or appliances
- Assist tradespeople with electrical, plumbing or HVAC repairs
- Undertake duties as assigned or emergency tasks (e.g. shoveling snow)
- Identify and report the need for major repairs

#### **Other Duties:**

- Maintains all tools, equipment and supplies in proper condition.
- Attends in-service training and education sessions, as assigned.
- Accomplishes all work in the order of priority set by supervisor.
- Additional general maintenance duties and responsibilities assigned by supervisor.

**QUALIFICATIONS:**

- High school education. Technical Schooling and/or background preferred. Ability to understand and follow instructions in English, communicates effectively, and performs simple arithmetic.
- Minimum one-year experience in maintenance required. (Painting, Sheetrock, Demo work, Carpentry, Electrical, End of job punch work)
- Ability to give attention to detail
- Must be well-organized and apt in problem-solving
- Must have good communication ability
- Must possess basic math skills
- Must have experience with hardware tools and electrical equipment
- Must have basic understanding of electrical, plumbing or HVAC systems

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Moderate to heavy physical effort; may be exposed to the elements (heat, cold, rain, snow); work in area with high voltage electricity, hazardous equipment and moving parts; work on roof top and other high places; ability to set up and climb ladders safely with tools and equipment necessary for assigned work; must be able to lift 80 pounds; must be able to walk, stand and stoop for an extended period of time (over 80% of the time); exposure to a variety of chemicals and dust daily.

**DISCLAIMER:**

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor or HR Personnel Signature** \_\_\_\_\_

**Date** \_\_\_\_\_