Maintenance Technician I

Hilltop Development, Inc.

Job Description

The intent of this job description is to be a guideline for your job responsibilities and subsequent compensation. It is not all inclusive and any reasonable requests made by HDI for completing a task necessary for the operations of HDI will be deemed to fall under “All Other Duties.”

First and foremost, you are to maintain all company, tenant and other employee information confidential and on a need to know basis for the operations of HDI. In addition, we do business in accordance with the Federal Fair Housing Law, therefore, successful completion of an online Fair Housing Course is a requirement.

This position will require that you may independently from time to time or as a team member, and you will be On Call as assigned by your supervisor. Your job duties will consist of the following and may be amended as deemed necessary:

* Perform the unit turnarounds with the highest standard of performance in relation to the checklist that is provided with each unit.
* The turnaround includes checking for any mold in all water areas, remediating the issue and or reporting to your supervisor if you are unable to do so.
* Checking all light bulbs that they are working and cleaning the fixture.
* Pull nails and screws from wall, do minor sheetrock repair and touch up paint (which includes lifting 5 gallon paint buckets from our storage location to the unit that you are working in).
* Change door locks and properly label the key for the master key box.
* Check toilets for leaks and seats.
* Redo bath caulking as needed
* Check & test CO detectors and smoke alarms.
* Change HVAC filters, turn units off after checking to see if the system works.
* Turn the water heater down and recode the garage door opener.
* Check doors and windows to determine if any adjustments are needed.

You need to take the time to assess items that may need repaired that are not noted on the turnaround. This additional repair needs to be of a minimum nature, otherwise it needs to be reported to your job supervisor.

Communication with the Resident Manager and your supervisor is imperative to the operations of HDI for the purpose of renting the vacant units in a timely manner. All forms are to be filled out neatly and in their entirety and returned to the proper disposition. Your supervisor will prioritize your work schedule.

In addition to your job duties, you are required to follow all safety procedures. If you are not familiar with the repair, you should contact your supervisor before proceeding.

You are required to drive company vehicles as part of the responsibilities of this position. Because you are also charged with the safety and the maintenance of the vehicle, you must notify your supervisor if you suspect a problem with brakes, engine, transmission or other major items. In addition, you are required to maintain the following:

* Regular oil changes done as scheduled.
* Checking the tire tread for safety.
* Air pressure in the tires as weather changes.
* Cleaning of the vehicle.

Due to the fact that you are a set of eyes in the field, we encourage you to take individual pride in seeing that the properties look as though they are new and well-manicured, which requires that you pick up trash or debris and dispose of as you see it. In addition, if you see that a particular area needs attention, i.e. water, trimming or such, it needs to be brought to the attention of your Field Supervisor. This is an added value for any employee to give to this company.

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