
TANDEM PROPERTIES, INC.

Basic Job Description

JOB TITLE: MAINTENANCE TECHNICIAN

Job Summary: Works with the Maintenance Supervisor or Residential Manager to preserve and protect the physical assets of the company, and to maintain the property in top marketing condition.

Classification: Full-time, non-exempt

Reports to: Maintenance Supervisor or Residential Manager

Supervises: None.

ESSENTIAL DUTIES:

- Maintenance:
 - complete maintenance requests as assigned in a timely and professional manner
 - diagnose and performs minor and routine maintenance/repair involving the following on a daily basis:
 - electrical and plumbing systems
 - A/C and heating systems
 - Appliances
 - Tile, carpet and flooring
 - Interior and exterior lights
 - Doors, cabinets, windows
 - Door locks
 - Ceiling leaks
 - Smoke alarms
 - report project physical deficiencies as observed
 - prepare vacant units for occupancy
- Other
 - walk grounds daily to ensure overall project cleanliness
 - contribute to a successful annual Turnover
 - respond to occasional after-hours and weekend emergency calls
 - perform other duties as required by Supervisor

REQUIREMENTS:

1. Education: High school diploma
2. Experience: 1 year work experience; apartment experience preferred
3. Competencies:
 - Must have ability to work in a team environment
 - Must be able to interact professionally and courteously with residents
 - Must be trusted to work alone in apartment units
 - Must have knowledge of electrical and plumbing repair
 - Must have knowledge of appliance repair/installation
 - Must be able to trouble shoot heating and cooling systems
4. Other Requirements
 - Must have valid California driver’s license
 - Must have current automobile insurance
 - Must be able to answer occasional after-hours emergency calls

Physical Job Description

Job Title:	
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Outside on apartment complex grounds Inside apartment units
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	Telephone 2-way radio Power hand tools Key making machine
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	Climbing stairs and ladders Lifting small to heavy objects

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs				x		Reach over shoulder				x	
11-20 lbs				x		Reach over head				x	
21-50 lbs			x			Reach outward				x	
51-100 lbs		x				Climb stairs/ladder				x	
Over 100 lbs		x				Crawl		x			
						Kneel				x	
<i>Pushing/Pulling</i>						Squat				x	
Under 10 lbs				x		Sit			x		
11-20 lbs				x		Walk-Normal Surfaces					x
21-50 lbs			x			Walk-Uneven Surfaces					x
51-100 lbs		x				Walk-Slippery Surfaces		x			
Over 100 lbs		x				Stand					x
						Bend					x
<i>Driving</i>											
Automatic Trans			x								
Standard Trans	x										
<i>Other</i>											
Keyboard/Ten Key	x										
Fingering (fine dexterity)	x										
Handling (grasping, holding)				x							
Repetitive Motion - Hands		x									
Repetitive Motion - Feet		x									