



WILLIAMSON-BURNET COUNTY OPPORTUNITIES

Job Description

Position: Properties Maintenance Technician **Department:** Administration

Reports To: Property Manager / Maintenance Coordinator **Status:** Non Exempt

Position Summary: Perform maintenance on WBC Opportunities' buildings, grounds, appliances, vehicles and other items for which maintenance is required.

Essential Function / Key Responsibilities:

- Check with Properties Manager daily to determine new assignments and assignment priorities.
- Perform any work necessary to make apartments ready to occupy; may include painting, cleaning, repairs, etc.
- Report any deficiencies observed to Properties Manager.
- Responsible for securing the best price on purchases for repairs or main materials.
- Perform various community maintenance functions and needed repairs. Functions may include, but are not limited to: light bulb changes, caulking, filter changes, painting, lock repairs, install/repair window coverings, preventative maintenance, HVAC repairs, flooring repairs, electrical, plumbing and appliance repairs.
- Respond to resident service requests and concerns in a timely manner with emergency situations being a priority.
- Perform on-call emergency service as required.
- Occasional work after hours
- Report any maintenance concerns for repairs on vacant, models, clubhouse, and common areas to the Properties Manager/Facilities Director.
- Assist in monitoring and/or controlling maintenance inventory and/or supplies.

- Move heavy objects as requested.
- Assist the Properties Manager on special maintenance projects, (i.e., preventative maintenance of building components and/or mechanicals).
- Keep the grounds and common areas free of trash and debris.
- Maintain open communication with Properties Manager and other staff.
- Consistently maintain a professional, courteous attitude when dealing with residents, coworkers and the general public, at all times, on or off the property.
- Attend and participate in training seminars as requested.
- Assist other staff members as needed.
- Deliver various communications to residents as needed.
- Attend and assist in setting up for resident functions and activities.
- Perform other duties as assigned.

Minimum Skills and Abilities Required:

- High school diploma or equivalent is preferred.
- Trade school training a plus.
- Two to five years of verifiable hands-on apartment or general maintenance experience (i.e., plumbing, electrical, carpentry, painting, etc.)
- Current Valid Driver's License and insurance
- Three years of verifiable HVAC experience. HVAC license a plus.

Physical Skills and Abilities Required:

- Occasional lifting in excess of 30 lbs.
- Regular stooping, standing, bending, reaching, climb stairs, and floor sitting.
- Regular sitting, working at computer keyboard and desk.