



Job Description for Assistant Property Technician

Department: Building Solutions Group
Reports To: Operations and Maintenance Manager or Senior Property Technician
FLSA Status: Non-Exempt
Supervises: N/A
Approved By: Eric Doll
Approved Date: March 14, 2018

Summary of Responsibilities

The Assistant Property Technician is responsible for supporting clients by completing all work orders and projects as assigned by the Operations and Maintenance Manager or Senior Property Technician.

Key accountabilities

Supporting the customer's business objectives by completing work requests and tasking lists as directed by the Operations and Maintenance Manager or Senior Property Technician.

Essential Job Functions

- Completes requested work orders including basic electrical, plumbing and HVAC.
- Provides clear feedback for work completed in the form of work order notes, emails or phone calls with Property Manager(s).
- Completes all required safety, vehicle and other corporate reporting in a timely manner.
- Builds and fosters relationships with Clients and Contractors, serves as a Neyer representative upholding a professional, courteous image.

Employees may be asked to perform other tasks not listed in the essential job functions.

Qualifications and Experience

- One year of experience in maintenance or construction trades.
- Ability to carry out instructions furnished in written or oral form; deal with problems involving several concrete variables.
- Ability to add, subtract, multiply, divide all units of measure; Ability to perform operations using weight measurement, volume and distance.
- Ability to read reports, workplace rules and procedures, write simple correspondence; ability to communicate, and interact with others.
- Valid driver's license and clean driving record
- High school diploma or equivalent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The position is considered to have moderate physical demands that require the incumbent to communicate orally, hear at a conversational level and perform job tasks requiring the use of a variety of general shop equipment, power tools, eye protection and safety gloves.

While performing the duties of this job, the employee will be required to frequently grasp, pinch and manipulate objects with his/her fingers. Frequently the employee will be required to stand, walk, turn/twist, bend, reach, kneel, squat, crawl, and climb.

The lifting and carrying requirements of the job require the employee to lift and carry 60-75 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly subject to office, industrial, warehouse and retail environments.

While performing the duties of this job, the employee is regularly subject to various property office environments. The temperatures at the properties can vary and the incumbent may be subject to seasonal outdoor temperatures. The noise levels in the work environments vary from low to moderate. Travel requirements will make it necessary to drive (day and/or night).