



Job Description for Residential Property Technician

Department: Building Solutions Group
Reports To: Operations Manager, Building Solutions Group
FLSA Status: Non-Exempt
Supervises: N/A
Approved By: Eric Doll
Approved Date: August 12, 2020

Summary of Responsibilities

Residential Property Technicians perform repairs and upgrades that keep the interior and exterior of apartment communities in first-rate condition.

Essential Job Functions

Repair Plumbing Fixtures - Residential property technicians commonly repair issues with plumbing systems. They replace or install faucets, toilets, and hot water tanks. They also fix garbage disposals, dishwashers, water-dispensing refrigerators, and washing machines, which are all affected by plumbing issues.

Electrical Repair - Electrical repair is another key responsibility for residential property technicians. They repair and replace power switches, fuses, and wall sockets. Technicians also troubleshoot electrically powered appliances such as ceiling lights, ceiling fans, climate control systems, and garage doors.

Painting and Drywall Repair - Applying new coats of paint to minor touch ups and damage repair on walls is a common task for residential property technicians. They keep apartments visually appealing by using drywall to fill in small holes and cover up normal wear and tear. When renters change apartment units, maintenance technicians add a fresh coat of paint to get the apartment ready for a new tenant.

HVAC Repair - Residential property technicians are also responsible for fixing heating, ventilation, and air conditioning (HVAC) systems. When these systems fail at apartment complexes, they are immediately called upon to help make residents comfortable again. In some cases, a maintenance technician may need to replace an HVAC system all together.

Managing Property Exterior Appearance - Residential property technicians are responsible for helping an apartment complex maintain an attractive appearance at all times. They address many aspects of

community presentation, including picking up trash and fixing any needed outdoor repairs. Residential property technicians may also mow grass, pull weeds, remove leaves, trim trees, and water lawns. They replace light bulbs to keep outdoor pathways well lit.

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

Qualifications and Experience

- **Troubleshooting** – the ability to problem solve and figure out why equipment is malfunctioning is essential for apartment technicians
- **General trade skills** – Residential property technicians need general handy skills to finish general repairs, such as window and door replacements, or make plumbing, electrical or carpentry fixes
- **Communication skills** – residential property technicians need healthy interpersonal and communication skills to communicate solutions to apartment residents and follow up on repairs
- **Organizational skills** – the ability to keep track of multiple work orders and repairs, while prioritizing emergencies, is essential for residential property technicians
- **Flexibility** – the residential property technician may be asked to worked evenings, weekends or be available for after hour emergencies

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.