

Job Title: <b>Apartment Maintenance Technician</b>	Full Time: 40 hours per week + on call on rotation	Petra Community Housing (PCH)
Department: Facilities	Range: Market Rate	Revision Date: 6-7-2023

**Position Overview**

The Apartment Maintenance Technician works under the general supervision of the Facilities Coordinator for the overall maintenance of the apartment complexes and all areas related to the day-to-day maintenance operations of our communities. Essential duties include but are not limited to:

**Essential Job Functions**

- Perform various basic electrical, plumbing, carpentry, masonry, and painting tasks.
- Perform Unit Turnovers as assigned.
- Perform preventative maintenance program tasks.
- Perform external grounds work.
- Perform apartment and systems inspections.
- Perform Janitorial duties as required.
- Perform Snow and ice removal as required.
- Respond to 24-hour emergency maintenance requests, as necessary.
- On-call as required.

**Knowledge and Skills**

- Understanding of building equipment systems.
- Able to perform standard property maintenance tasks involving carpentry, plumbing, electrical, lawn care, and painting.
- Reliable and able to work independently.
- Ability to record tasks completed and supplies inventory in writing and via computer.
- Ability to communicate effectively with residents, staff, and vendors.

**Requirements**

- High School Diploma
- Valid Driver’s License and Reliable Transportation Required
- Physical stamina to perform duties
- Will reside in a Petra property.
- Background check and drug screening mandatory.
- Positive approach to work in association with other team members.
- Teachable –willing to learn new skills.

\*Wage will be assigned commensurate with experience and certified skills  
 Health, Dental, Life and 401k benefits available after waiting period  
 Must pass background check and drug screening to qualify for position

NOTE: This job description is not intended to be all inclusive.