

Job Title: Apartment Maintenance Technician

Reports To: Facilities Coordinator

Location: On-site at Petra Properties

Employment Type: Full-Time

Position Summary

The Apartment Maintenance Technician is responsible for maintaining the physical integrity and appearance of apartment communities in a team environment. This role ensures that all maintenance operations are conducted efficiently, safely, and in a timely manner to support resident satisfaction and property functionality.

Essential Job Functions

- Perform routine and emergency maintenance tasks across electrical, plumbing, carpentry, masonry, and painting disciplines.
 - Complete unit turnovers, including repairs, cleaning, and preparation for new residents.
 - Conduct scheduled preventative maintenance on building systems and equipment.
 - Maintain exterior grounds, including landscaping, trash removal, and seasonal upkeep.
 - Inspect apartments and building systems for safety, functionality, and compliance.
 - Execute janitorial duties in common areas and vacant units as needed.
 - Remove snow and ice from walkways, driveways, and entrances during winter months.
 - Respond promptly to 24-hour emergency maintenance calls.
 - Participate in on-call rotation for after-hours maintenance coverage.
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Knowledge, Skills, and Abilities

- Working knowledge of residential building systems (HVAC, plumbing, electrical, etc.).
- Proficiency in general maintenance and repair tasks.
- Ability to work independently and manage time effectively.
- Strong communication skills to interact with residents, staff, and vendors.
- Proficiency in using a smartphone or tablet to communicate via text and email, and to access and update online maintenance management systems.
- Basic computer literacy for logging maintenance activities and inventory tracking.
- Commitment to safety protocols and quality standards.

Physical Requirements

To successfully perform the essential functions of this position, the employee must meet the following physical demands:

- **Mobility:** Ability to move freely around the property, including climbing stairs, ladders, and navigating uneven terrain. Ability to get down and up from the floor and perform work in and around plumbing fixtures.
- **Lifting:** Frequently lift and carry items up to 50 pounds (e.g., tools, equipment, supplies); occasionally lift heavier items with assistance.
- **Manual Dexterity:** Use hands and arms to handle, install, position, and move materials and equipment.
- **Standing/Walking:** Prolonged periods of standing, walking, bending, kneeling, crouching, or crawling.
- **Vision and Hearing:** Visual acuity to read instructions, inspect work, and detect issues; hearing ability to respond to alarms, residents, and team communications.
- **Environmental Exposure:** Work both indoors and outdoors in varying weather conditions, including heat, cold, rain, and snow.
- **Tool Use:** Operate hand and power tools safely and effectively.
- **Emergency Response:** Ability to respond quickly to emergency situations, including after-hours calls.

Minimum Requirements

- High School Diploma or equivalent.
 - Valid Driver's License and reliable transportation.
 - Physical ability to lift, bend, climb, and perform manual labor in various weather conditions.
 - Successful completion of background check and drug screening.
 - Positive attitude and ability to work collaboratively with team members.
 - Ability and willingness to learn and adapt to new maintenance techniques and technologies.
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