

JOB DESCRIPTION

Job Title: **Maintenance Technician**

Supervisor: Maintenance Supervisor

Position Summary:

We recognize the Maintenance Technician is the core of the resident experience. Not only are they troubleshooting and solving various maintenance issues, they are going into the homes of our residents. The Maintenance Technician is responsible for assisting in the upkeep and maintenance of the community. This position is responsible for finding solutions to complex issues and has an eye for detail.

Essential Functions and Responsibilities:

- Assist in the preparation of apartments for occupancy.
- Respond to service requests as needed.
- Performs maintenance and repairs on electrical, plumbing, as well as small and large appliances in emergencies only.
- Maintains pools and HVAC systems depending on the community amenities.
- Modest carpentry work as needed.
- Interior and exterior painting as needed.
- Demonstrates excellent customer service with all tenants, vendors, and co-workers; addresses the concerns and maintenance needs of our residents in a friendly and professional manner.
- Assists in maintaining inventory of tools, equipment, and supplies.
- Reports all needed repairs to the Maintenance Supervisor or Community Manager.
- Handles work orders and service requests as assigned.
- Utilizes work order software for tracking work orders.
- Is familiar with power, water, and gas turn offs; clean-out traps; fire extinguishers and hydrants; and other utility and life-safety systems.
- Follows all company emergency procedures.
- Assists with other types of maintenance and repair when necessary; maintains a safe and clean work area.
- Adheres to all community guidelines and standards of performance.

Other duties and special projects as assigned:

As part of our Business Continuity Plan, essential job responsibilities will include (but are not limited to) the following:

- Knowledgeable about company guidelines on Business Continuity Plan resources.
- Touch up/repaint curbs, fencing, common area walls and/or common area hallways.
- Monitors property for potential risk (i.e. lights out, possible tripping hazards, pot-holes in the parking lot, loose siding, trash by the compactor, etc.).
- Checks all fire extinguishers for service date compliance.



- Assists in make ready tasks for all vacant residences, including sister properties as needed.
- Updates safety logs and if items are missing, sets plan for completion.
- Cleans maintenance shop; audits and creates inventory of maintenance shop.
- Clean carports.
- Window cleaning and window screen replacement.
- Exterior patio inspections.
- Pressure wash curbs and buildings; moss removal as needed.
- Assist with rent check collation as instructed by Community Manager or RPM.
- Helps with additional community outreach.

Qualifications:

Special Licenses and/or Certificates:

Valid driver's license if required to operate a licensed motor vehicle to perform the required job duties.

Education and/or Experience:

- Minimum of a high school diploma
- Experience in apartment maintenance or related field preferred
- Good verbal communication skills
- Ability to lift and carry up to 80 pounds

Other Skills and Qualifications:

- Working knowledge of basic maintenance tools required to perform the job duties.
- Must be able to concentrate on moderate detail with little interruption. Must be able to remember simple task assignments given at the beginning of a period of time extending for several days.

Our Core Values:

We cultivate a culture of collaboration, generosity, honesty and integrity where engagement, hard work and results are rewarded.

Our Mission:

We strive to be a driving force for positive community change. We are a trusted partner in the co-creation of thoughtful, well-built, healthy and profitable communities.



Our Vision:

We aspire to create impact through transforming built environments for the betterment of our communities.

A Declaration of Interdependence at Goodman Real Estate

We operate under a shared vision of value creation that is grounded in the interdependence of organizations and individuals, passion and profit. In all our interactions with each other, our business partners, and our community at large, we are committed to cooperation and collaboration in the pursuit of mutual success.

What this means:

- We are ONE Goodman Real Estate: A collective whole that embraces one culture, supporting one another and embodying a shared set of standards to provide seamless customer service across all locations and divisions.
- Each of us understands the importance of the Goodman Real Estate brand and pledges to nurture and protect it.
- We conduct our business with honesty and integrity. We empower our people with a high level of trust and autonomy.
- We believe in the power of place and community.
- We recognize the fundamental value of every individual and believe that diverse talents, skills, and backgrounds combine to strengthen the collective whole.
- Relationships are essential to our success. We foster strong relationships with mutual respect and open communication.
- We value wellness and promote policies and practices that support healthy lifestyles.
- We expect the best of each other and provide opportunities for all individuals to reach their full potential.
- We embrace our power to make a positive impact on our community.

Physical Demands:

This job is a labor position and considered heavy in physical requirements. Must be able to constantly stand, walk, bend at the neck, reach waist to shoulder, grasp and use dominant hand; frequently lifts up to 40 pounds, pull/push up to 50 pounds, climb ladders or stairs, kneel/squat, twist body, reach above shoulder and below waist and repeat motions and perform fine finder manipulations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job. The position deals with a wide diversity of work situations. Ability to deal with continual interruptions, requiring a high degree of



flexibility. Work involves indoor and outdoor activities, with exposure to seasonal weather and the associated temperature fluctuations. Frequent exposure to airborne dust, paint fumes, and the chemicals used in surface preparation and general maintenance work.

These statements are intended to describe the general nature and level of work being performed by employees assigned with this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Goodman Real Estate is an equal opportunity employer.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

Employee Signature

Date

Immediate Supervisor Signature

Date

