

---

## East Coast Property Management

---

### Job Description – Maintenance Technician II

<b>Position:</b>	Maintenance Technician II
<b>Location(s):</b>	Corporate office – Milford, DE
<b>Classification:</b>	Full-Time, Exempt
<b>Immediate Supervisor:</b>	Vice President

#### **Description:**

East Coast Property Management (ECPM) has served the needs of property owners throughout Delaware, Maryland, and Virginia for over 40 years. The organization is known for an open minded approach, commitment to quality, and caring passion for customers and staff alike. While this job description describes the typical duties and responsibilities of the position, there will be times when this position will be called on to do other and/or additional tasks for the organization in order to carry out ECPM's mission.

The Maintenance Technician II is responsible for consulting with and advising the Vice President on the current physical condition and long- term capital needs of the properties and monitor the operational performance of the properties.

#### **Duties and Responsibilities**

##### **Specific:**

- Communicate monthly with each property manager to identify any existing perils, damage or security concerns and report these items in the monthly property report to the Vice President.
- Perform monthly walks through each property in its entirety, including grounds and interior common areas and document findings in the monthly report.
- Prepare a capital needs improvement plan for each property in the format determined by President and/or Vice President.
- Complete Self-Evaluations as required by governing agencies, owners or President/Vice President.
- Participate in and comprise an inspection team to complete semi-annual inspections.
- Perform a thorough grounds and building inspection of the property and advise the Property Manager, in writing, of items that must be corrected prior to reviews. A copy of that report of findings must also be submitted to the Regional Manager and the Vice President.
- Create and maintain a schedule of all security, fire extinguisher, sprinkler system, elevator, termite, pest extermination, or any other required service for each property.
- Ensure that all required service inspections are performed on time. Review invoices for such service prior to submission for payment.

- Bid and contract for all service contractors and maintain files for those services.
- Prepare bid requests for capital improvement projects.
- Know and understand the ADA requirements for reasonable accommodations.
- Oversee the rehabilitation of units that are damaged by fire or other catastrophe.
- Participate in interviews of prospective maintenance employees.
- Train newly hired maintenance staff and assist with ongoing training of existing staff.
- Assist with annual and 60-day review of job performance for maintenance staff.
- Ensure coverage in the absence of on- site maintenance.
- Attend any meeting or trainings as required.

**General:**

- Position may require the use of personal vehicle for East Coast Property Management travel, employees must maintain a valid driver's license and auto insurance.
- Abide by and comply with East Coast Property Management's personnel manual.
- Courteous and businesslike manner in dealing with the public and co-workers.
- Maintain professional quality oral communication.
- Work individually with diligence to accomplish established work plan and objectives.

**Qualifications****Physical Requirements:**

- Required to lift 50-75 lbs, occasionally.
- Overhead lifting, occasionally.
- Required to climb a ladder up to 40 feet, occasionally.
- Required to kneel, bend, squat and crawl in confined and unclean spaces, occasionally.
- Perform repetitive arm, wrist, and hand movement, occasionally.

**General Requirements:**

- Experience in painting, plumbing, electrical, drywall repair, and janitorial duties.
- HVAC certification or willingness to achieve.
- Willingness to be on-call.
- Must pass a maintenance quiz.
- Empathy and understanding for low-income people and the difficulty attaining decent, affordable housing.
- Maintain compliance with Fair Housing rules and regulations.
- Maintain certifications as required.

Note: Direct deposit of pay is a condition of employment. Failure to agree to participate in direct deposit will result in the withdrawal of offer of Employment.

I have read and understand the responsibilities detailed above and I also understand that my duties are not limited to the above but include any other tasks required or assigned.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date