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## East Coast Property Management

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### Job Description – Maintenance Technician

<b>Position:</b>	Maintenance Technician
<b>Location(s):</b>	Millsboro Village and Old Landing Apartments –Millsboro, DE
<b>Classification:</b>	Full-Time, Non-Exempt
<b>Immediate Supervisor:</b>	Property Manager

#### **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 is responsible for the general upkeep of the property to include completing work orders, maintaining curb appeal, and repairing vacant units to "like new" condition.

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#### **Duties and Responsibilities**

##### **Specific:**

- Policing the grounds each workday, removing litter, debris, weeds, and dead plants. Observe any repairs needed to exterior items, landscaping needs, and unusual situations that must be reported to the manager.
- Assure the workplace is safe and that all employees are aware of safety procedures and any equipment necessary is available and being properly used.
- Complete work orders in a chronological order and timely fashion.
- Maintain apartment unit files, including copies of invoices for contract work when appliances are replaced and repainting is completed.
- Maintain service records, equipment, and supply inventory records.
- Assist with inspections and complete any work orders from the inspection within 30 days.
- Restore vacant units to "like new" condition after the manager receives possession and a move-out inspection has been completed.
- Respond to on-call emergencies, including notifying the tenant as to what action will be taken and arrive at the property, if necessary, as quickly as possible.
- Attend any meeting or trainings as required.
- Assist with landscaping and snow/ice removal tasks.
- Notify tenants in advance of entering units prescribed by management.

**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, frequently
- Perform repetitive arm, wrist, and hand movement, frequently

**General Requirements:**

- Experience in painting, plumbing, drywall repair, and janitorial duties.
- 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.

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

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Date