



Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.

**BUCKINGHAM
PROPERTIES**

Title: Facilities Maintenance Technician
Department: Facilities
Reports to: Facilities Supervisor
Status: Full-Time, Hourly, Non-Exempt
Revised: April 2023

General Description

Responsible for cleaning and preparing residential and commercial properties through general maintenance and repairs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Responsible for completion of all maintenance service requests as assigned for various Buckingham properties.
- Performance tasks associated with a high level degree of HVAC, electrical, plumbing, carpentry, masonry and/or painting.
- Assist Property Manager/Facilities Supervisors with repairs and treating structures such as showers, sinks, appliances, doors, cabinets, walls and building exteriors.
- Minor maintenance.
- Assist in monitoring all work being performed by outside contractors.
- Monitor and maintain all building systems as assigned.
- Assist with maintenance of grounds such as trash pick-up, sweep sidewalks and landscaping.
- Make ready units for new move-ins.
- Assure safety practices are used which comply with all company, local, city, state and federal guidelines.
- Follow Buckingham policies and procedures and comply with Fair Housing, state and federal laws.
- Special projects and other responsibilities as assigned.

Minimum Qualifications

- Valid and clean Driver's License with means of transportation.
- High School Diploma or GED.
- 2 years experience in general property maintenance.
- OSHA 10 hour course a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 60 lbs.

While performing the duties of this job, the employee is regularly required to stand, stretch, walk, talk and hear. The employee is frequently required to use hands to handle or feel items such as equipment and machines. The team member is frequently required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may be loud and vary in temperatures.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.