



**Title:** Facilities Maintenance Technician, High-Rise  
**Department:** Facilities  
**Reports to:** Facilities Supervisor  
**Status:** Full-Time, Hourly, Non-Exempt  
**Revised:** May 2023

#### Job Overview:

The Facilities Maintenance Technician responsibilities include the general upkeep and maintenance within a High-Rise property portfolio. This individual will perform highly diversified duties related to HVAC, plumbing, electrical, carpentry, and painting with the completion of associated work orders, in a timely manner.

#### Essential Duties and Responsibilities include the following:

- Provide maintenance services (HVAC, electrical, plumbing, steam, carpentry, painting, and special projects). Both commercial and residential tasks will be assigned.
- Delivery of preventative maintenance services for all systems and equipment, as required.
- Responsible for periodic inspections and data recording for safety devices, including sprinkler systems, emergency generators and exit lighting.
- Complies with the company's safety policies and procedures while maintaining a clean and orderly environment.
- Assist in the further development and refinement of maintenance SOP's (standard operating procedures) at each High-Rise property to ensure optimal functionality of buildings, grounds, and associated equipment.
- Assist in the training of other facilities staff members to enhance their general maintenance knowledge of building structures, equipment, and grounds. Ensures facilities maintenance work follows safety standards, conforms/adheres to specifications, and that work orders are tracked and completed within the budgeted guidelines.
- May oversee contractors engaged in daily facility repairs and projects.
- Provide afterhours / on-call support service when scheduled.
- Assist the facilities supervisor with development, implementation and administration of the maintenance operating and capital budgets.
- Assist the facilities team in snow and ice removal operations, when needed.
- Possess and maintain a customer focused attitude, a get it done mentality with good communication skills.
- Prepare and maintain task logs and records. Have working knowledge of preventative maintenance processes and online work order systems.
- Follows all internal policies, procedures, and complies with fair housing state and federal laws.
- Perform other duties and provide support as assigned.

#### Minimum Qualifications

- At least 7 years' experience with complex building systems.
- High School Diploma or GED.
- Valid and clean driver's license with a personal vehicle.
- Familiar with power tools and equipment operation.
- Experience with Microsoft office Word, Excel, Access, and Outlook.
- OSHA 10-Hour course is 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. Able to lift 50 pounds.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally 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 is usually moderate to loud.

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.