



JOB DESCRIPTION

POSITION TITLE: MAINTENANCE TECHNICIAN

REPORTS TO: OPERATIONS MANAGER

FLSA CLASSIFICATION: NON-EXEMPT

POSITION OVERVIEW

The maintenance technician is responsible for assisting maintenance department with general maintenance and repair within the Association. The position requires a working maintenance knowledge of buildings, grounds and pool repairs and upkeep.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- General repairs and maintenance of buildings, grounds, pools, spas and lake
- Assists with general maintenance projects, renovations, and other tasks as assigned
- Performs preventive maintenance on HOA and Clubhouse buildings and equipment on a scheduled basis including replacing lights, fixtures, and filters including from checklists
- Replaces broken windows
- Repairs doors and locks
- Minor electrical wiring and repair
- Responds to emergency maintenance requests as assigned
- Repairs plaster and drywall and paints building structures
- Basic plumbing/irrigation repairs and maintenance
- Repairs pool/spas and equipment
- Inspects equipment, structures, and materials
- Performs physical activities including handling and moving objects
- Repairs and maintains equipment including controllers and processes
- Responsible to make normal decisions and solve problems
- Communicates clearly with supervisors and coworkers
- Read and follows work orders and instructions
- Monitors processes, materials, or surroundings
- Operating vehicles, mechanized devices, or equipment
- Follows all rules and regulations established in The Springs Employee Handbook

REQUIREMENTS

- Must have working knowledge of mechanical, light electrical, plumbing, and carpentry for building and grounds maintenance.
- Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Monitors own performance and of other individuals or contractors to make improvements or take corrective action
- Able to read and understand work related documents
- Understands implications of new information for problem-solving and decision-making
- Gives full attention to what others are saying, taking time to understand the points being made and asking questions as appropriate
- Able to be aware and understand the actions and communicate effectively
- Able to working cooperatively as a team member

- Identifies complex problems and reviews related information to develop and evaluate options and solutions
- Determines the proper tools and equipment for a job and makes sure equipment is working
- Considers the relative costs and benefits of potential actions to choose most appropriate one
- Determines how changes in conditions, operations, and the environment will affect outcomes
- Managing one's own time and the time of others

EDUCATION AND EXPERIENCE

- High School Diploma or GED preferred
- Two or more years preferably in construction, facility maintenance, and/or residential/commercial properties maintenance

PHYSICAL DEMANDS

- Must be able to operate equipment specified above, walk extended distances and work in varying outdoor conditions (extreme heat, dry, wet, cold)
- In addition, must be able to move, lift, carry, push, pull and place objects not exceeding 50 pounds
- Repetitive movement- standing, walking, twisting, turning, bending, squatting, stooping, sitting
- Ability to bend, kneel, squat, or reach for intermittent periods
- Ability to climb and lift for intermittent periods
- Repetitive movement of arm at shoulder for intermittent periods
- Repetitive movement of both hands for intermittent periods
- Ability to twist neck and/or body for intermittent periods
- Ability to stand or walk for extended period of time
- Requires climbing up step stools and ladders
- Occasional exposure to chemical products

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Springs will be based on merit, qualifications, and abilities. The Springs does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Springs will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.