



CHANO REAL ESTATE PARTNERS, LLC Maintenance Technician Job Description

JOB TITLE:	Maintenance Technician
EXEMPT:	Non-Exempt
REPORTS TO:	Assistant Chief Engineer / Chief Engineer / Senior Chief Engineer / Property Manager / Senior Property Manager

JOB SUMMARY

The following job profile is designed to summarize certain essential information about a job or job category. It is not designed to be a comprehensive or detailed task list for any particular job or job category. This job/job category may have individual or multiple incumbents, each of whom may perform somewhat different specific job duties or tasks consistent with the general function of the Job. Incumbents may be required to perform duties or support functions other than those listed on this job profile as needed. A job profile may be amended at any time with or without notice.

The Maintenance Technician will work closely with the Engineers, administrative staff, and Property Managers to ensure that all daily operational and maintenance tasks are taken care of to maintain the value and appearance of the property and equipment. Technician will work closely with contracted vendors to maintain the integrity of all building systems i.e. HVAC, plumbing, electrical, landscaping and snow removal.

JOB FUNCTIONS

1. Maintain regular contact and build solid working relationships with Engineers, Administrative Staff, Property Managers and Tenants to ensure the highest level of customer service.
2. Perform preventative maintenance of mechanical operating systems and corrective building interior and exterior maintenance as required by visual inspections and work orders. Notify Engineers and Property Managers of all work performed. Any maintenance needs regarding life safety or liability must be performed immediately. Safety for all is top priority!
3. Complete service requests and maintenance repair items in a timely manner and ensures that all requests are handled in a professional manner while utilizing an online work order system.
4. Communicate with all members of the property management team regarding tenant matters that pertain to maintenance, service requests or the property.
5. Purchase equipment and supplies for the property within the guidelines of the budget and with the approval of the Engineers and Property Managers.
6. Complete knowledge and understanding of the fire protection system including pump houses, risers and monitoring system. Perform inspections required by code and/or insurance company.
7. Monitor and inspect HVAC, mechanical, plumbing and electrical systems and assist with system testing.
8. Maintain logs (with the assistance of the Administrative Staff) on the maintenance history of each building and units as needed.
9. Assist in snow and ice clearing operations, as needed.
10. Provide back up for the team, if needed, and is available for after-hours emergency coverage.
11. Adhere to the policies set forth in the Policy and Procedure manual.

All employees are accountable for compliance with all laws and regulations when performing their job duties. Each employee is expected to be familiar with the legal and regulatory requirements affecting his or her job responsibilities. It is the affirmative duty of each employee to carry out these responsibilities at all times in a manner that complies with all applicable legal and regulatory requirements.

Employees must participate in required training on pertinent compliance laws and regulations as required by the company.



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CORE COMPETENCIES

1. Effectively prioritize and recognize and address important and time-sensitive tasks and matters.
2. Excellent communication, analytical and problem-solving skills.
3. Demonstrate organization skills with the ability to successfully manage priorities in a dynamic environment.
4. Team oriented, with the ability to build consensus and effective relationships in a cohesive business environment.
5. Self-driven and able to maintain business relationships with all tenants, vendors, and clients.

KNOWLEDGE/EXPERIENCE/EDUCATION REQUIREMENTS

- Ability to use various testing devices and power tools related to the mechanical trades.
- Trade school credentials for HVAC, electrical and/or construction preferred.
- A minimum of three years of progressively responsible building maintenance experience.

GENERAL REQUIREMENTS

- May be on call as necessary.
- Valid Driver's License required.
- Cell phone and computer knowledge necessary.

PHYSICAL REQUIREMENTS

The following physical activities described below are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions and expectations.

- Employee regularly uses a wireless device for extended periods and must be able to reach out/up and grasp, as well as work in close quarters with others, communicate over the telephone and communicate in writing.
- Employee is regularly required to see, talk and hear. Specific vision abilities required by this job include close vision.
- Employee regularly may be required to stand for extended periods of time, walk, bend, turn/twist, kneel, stoop or crouch.
- Employee occasionally lifts, carries and moves/positions objects weighing a minimum of 25lbs.
- Must have the ability to travel to and from properties.

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.