



Orren Pickell Building Group, LLC
Job Description
MAINTENANCE TECHNICIAN

Job Title: Maintenance Technician
Division: Orren Pickell Maintenance Group, LLC
Reports To: Jenn Koeune, Maintenance Group Manager
FLSA Status: Nonexempt
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY OF POSITION:

A Maintenance Technician is knowledgeable in a variety of skills for repairing and maintaining residences while working unsupervised and in a timely fashion. The trade is generally learned through years of hands-on work, often in carpentry or mechanical repair environments. The technician has an eye for assessing a problem and determining the most efficient way to solve it. Responsibilities vary greatly and include completion of a work checklist, general maintenance, equipment/fixture repair or installation, minor plumbing and carpentry, and liaison with contractors and clients. The technician identifies and evaluates material deterioration, workmanship problems or safety concerns. The position requires a participation in an 'on call' rotation for 24-hour availability for service calls.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform general handyman work and remodeling tasks for residences such as rough and finish carpentry, cabinetry adjustments, hang pictures, drywall patching, install/adjust windows and doors, plumbing, electrical work, pressure washing, roof repair, painting, and small appliance repair.
- Perform scheduled work and repairs of for client semi-annual maintenance service.
- Perform regular preventive maintenance such as exterior caulking, bathroom caulking, adjusting doors & drawers, changing smoke detector batteries, vacuuming appliance coils, cleaning window well drains, etc.

- Troubleshoot home maintenance problems and make determination of most reasonable solution. Diagnose problems, replace or repair parts, test and make adjustments.
- Prioritize jobs according to urgency.
- Assemble components for various structures, including cabinets, bookcases, complex toys, and stage platforms.
- Read and interpret plans, sketches, and shop drawings.
- Determine parts and supplies necessary to complete repair/installation.
- Identify faulty workmanship, deterioration of materials, or safety concerns in the residential setting. Report any unusual situation to proper supervision.
- Use a variety of hand and power tools, devices and equipment in performing duties.
- Communicate to client the type work that was performed, associated costs and any follow up that may be required.
- Maintain and clean equipment.
- Maintain clean and orderly work areas.
- May perform work of carpenter as assigned.
- Keep accurate records of labor performed and materials used of each job.
- Obtain and submit receipts for all supply/material purchases.
- Return any unused items promptly for refund/credit.
- Serve in a rotation to respond to 24/7 maintenance calls.
- Direct and supervise work of subcontractors on project site.
- Perform related duties as assigned or needed.

QUALIFICATIONS

A maintenance technician must be able to work independently, take pride in his work, have the drive to serve his customers well and in a timely fashion. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to handle customer complaints.
- Able to interact with clients, coworkers and sub-contractors on project site.
- Able to resolve problems efficiently.
- Able to be discrete and flexible.
- Detailed oriented.
- Adheres to security and protection of homes and possessions within them.
- Physically capable of moving and lifting equipment
- Plumbing, carpentry, and electrical skills
- Clean driving record.
- Possession of own tools
- Willingness to keep informed of new materials and methods in this trade.

EDUCATION and/or EXPERIENCE

Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and maintenance experience.

LANGUAGE SKILLS

Able to understand verbal and written instructions.

MATHEMATICAL SKILLS

They must possess excellent basic math skills, including fractions.

REASONING ABILITY

Adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during project, and permit prompt resolution of problems and conflicts as they occur.

Able to envision all steps in assigned tasks.

Able to organize assigned tasks for completion alone or with help.

Able to complete paperwork or data entry required for personal time sheets or billing in a timely manner.

CERTIFICATES, LICENSES, REGISTRATIONS

Current completion of EPA Lead Renovator Training Program

PHYSICAL DEMANDS

Technician should have the ability to climb ladders, crawl into tight spaces, bend down, kneel for extended periods and lift heavy objects.

Must be able to lift and move objects up to 75 pounds consistently with heavier weight necessary at times.

WORK ENVIRONMENT

Most of time is spent working in residential homes. Some driving is required. Valid driver's license is required.

COMPENSATION

Commensurate with experience