

POSITION: Maintenance Technician
REPORTS TO: Facilities Manager
SUPERVISES: May direct or oversee contract workers, vendors, volunteers or summer youth employees as needed, for their assigned properties.

SUMMARY: Maintains and repairs physical structures of multi-family/multi-unit buildings and property grounds by performing the following duties:

Essential Duties and Responsibilities:

- Performs repairs and maintenance as directed by the Facilities Manager or through work orders submitted by other Property Management staff. Repairs include general plumbing, carpentry, HVAC, minor electrical work, groundskeeping, painting, cleaning, occasional janitorial, trash and debris removal, etc.
- Complete all necessary repairs and cleanings for assigned apartments at turnover. Ensures all preventative maintenance and repairs are completed in a quality manner, in accordance with the standards of the organization and state/federal requirements.
- Must be able to analyze, troubleshoot and resolve work problems on their own, as well as assist other maintenance workers with repairs or maintenance work.
- Tracks and completes work order documentation using Property Management software platform (Boston Post) including materials used and other costs, labor and mileage, and tenant charges.
- Responds to emergency calls during normal scheduled shift and also during required on-call rotation with other maintenance staff.
- Completes Vermont Inspection, Repair and Cleaning (IRC) certification (formerly Essential Maintenance Practices EMP) and Renovation, Repair, Painting and Maintenance (RRPM) courses to receive License to perform required Lead paint inspection and repair work.

Qualifications:

One to three years related experience in a maintenance capacity is the minimum position requirement. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates, Licenses, and Registrations:

Current valid drivers license. Must have dependable private means of transportation, and carry automobile insurance of at least \$50,000. Successful completion of Vermont IRC

course for Inspection, Repair, Cleaning and Renovation, Repair, Painting and Maintenance courses to become IRC certified and RRPM Licensed in Vermont.

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 the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to walk, climb or balance, and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate. PPE is supplied as needed.

Race, Equity, Diversity & Inclusion:

WWHT is committed to integrating the values and practices of diversity, equity, inclusion and racial and social justice into its operations. WWHT expects all its staff to be receptive to learning and demonstrating skills and practices necessary for approaching and addressing issues through a social justice framework.