



JL PROPERTIES, INC.  
REAL ESTATE DEVELOPMENT & MANAGEMENT

## Maintenance Technician Job Description

Job Description: <b>Maintenance Technician</b>		Position Type: <b>Hourly Wage</b>	
Department: <b>Maintenance</b>		Classification: <b>Non-exempt/Seasonal</b>	
Location: <b>Anchorage/JBER</b>	Schedule: <b>40 hours/week</b>	Travel Required: <b>N/A</b>	Revision Date: <b>2018</b>

**Job Summary:**

Aurora Military Housing, a leader in the real estate development, construction and property management industry, is committed to providing America’s military families with the quality homes and neighborhoods they deserve. We recognize the commitment military families make to our country and respond by providing comfortable homes in friendly neighborhoods.

Those employees occupying this classification are responsible for overseeing and performing a variety of types of general maintenance trade work and repair of property. He/She performs general maintenance and repair of equipment and property requiring practical skill and knowledge in such trades as carpentry, plumbing, welding, painting, masonry, and electrical work.

**Distinguishing Characteristics:**

The Maintenance Technician performs necessary maintenance repairs and preventative maintenance throughout Aurora Military Housing. He/She is to utilize skills normally associated with the carpentry, plumbing, welding, electrical, masonry and related property and facility maintenance trades, to ensure the proper maintenance and repair of Aurora Military Housing assets on Joint Base Elmendorf Richardson. Work requires performing duties independently with the responsibility for adapting tools and materials to assigned projects and applying discretion in determining proper work methods and procedures or in analyzing preventative maintenance needs. He/She responds to maintenance and repair needs, as required by department procedures. He/She is to conduct business in a manner that attracts and retains residents by performing the following duties and all other duties as assigned. This is a bargaining unit position.

**Job Duties and Essential Functions:**

- Complete tasks using the standard methods, materials, tools, and equipment of the facilities maintenance and carpentry trades.
- Complete tasks using the methods, materials, tools, equipment and practices of related facility maintenance disciplines such as HVAC, controls, mechanical, and electrical.
- Adhere to the occupational hazards and safety precautions necessary in facilities maintenance and carpentry work.
- Participate in an On-Call emergency schedule for evening, weekend and holiday coverage.
- Installs new equipment, appliances, fixtures, and parts; modify existing systems; perform remodeling.
- Perform repairs on appliances, heating systems, fixtures, switches, and outlets, as well as completing preventative maintenance on HVAC, and boiler, water heater and air circulation systems.
- Perform carpentry work in the renovation, alteration, and maintenance of buildings, floors, roofs, partitions, doors, windows, wooden fixtures, sheetrock, tiling, and other housing components and playground equipment.
- Perform installation and plumbing work (such as cleaning stoppages and replacing fittings) on boilers, furnaces, water heaters and pumps.
- Greet and interact with residents in a professional, courteous and helpful manner, and while on duty, answer all incoming calls in a professional, positive manner.
- Perform lockout response, as needed. Verifying tenant/roommate list and responding in a timely manner.
- Inspect units to determine damages to the unit and the specific maintenance needs.
- Occasionally assist in custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc., in common areas, residential units and in other work areas.
- Assist in grounds work when necessary, including grounds policing and common area trash pick-up.
- Occasionally distribute resident communications when requested.
- Responsible for reporting units that are seen as presenting any health, fire or safety concerns.
- Perform scheduled maintenance on all equipment utilized, when appropriate and available, manufacturer’s recommendations and operating manuals.
- Maintain safe, organized, clean work areas and work vehicles.
- Participate in work-safety programs.
- May be required to cover work hours that are in addition to normally scheduled work.

- Work as team player and when requested assist job duties in areas other than repair, maintenance, change of occupancy maintenance, janitorial, custodial, grounds, etc.
- Responsible for meeting work order completion deadlines.
- Perform other related duties as assigned by the direct supervisor and/or Management.

**Minimum Qualifications:**

- High School diploma or equivalent
- Valid Alaska Driver's License
- Ability to be insured by company's auto insurance
- Prior maintenance experience or experience in related field required
- Desired greater experience and skills in one or more of the following trades: building construction, carpentry, electrical, HVAC, plumbing, welding, and auto mechanic preferred
- Ability to understand and execute oral and written instructions
- Ability to work independently and willingness to learn

**Tools and Equipment Used:**

Motor vehicles, hand tools, telephones, and photocopiers. Also, man lifts, backhoe, fork lift, power tools, ladders, pumps, welder, electronic test equipment, gas powered tools, and power actuated hammer, table saws, and other tools used in the trades.

**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.
- While performing the duties of this job, the employee is required to sit, stand, walk, climb, balance, kneel, bend, crouch, stoop, crawl; use hands to find or handle objects, tools, controls or equipment; talk and hear.
- Must be able to climb stairs and ladders with potential heights exceeding 24' or greater.
- Special vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus. Adequate vision to operate vehicles and equipment in daylight and darkness.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 300 pounds (with assistance of a hand truck).

**Work Environment:**

- The work environment characteristics described here are representative of those an employee 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 employee occasionally works near moving mechanical parts and in high, precarious places, or confined space, and is occasionally exposed to fumes or airborne particles.
- Work is performed at various locations within the properties managed by JL Properties, Inc., and owned by Aurora Military Housing, LLC, Aurora Military Housing II, LLC, and Aurora Military Housing III, LLC at Joint Base Elmendorf-Richardson, Alaska.
- The employee will be required to work in outside weather conditions for extended periods of time (66%-100% of time)
- The employee must be able to walk distances outside in all weather conditions-winter and summer.

**Supervision Received:**

The Maintenance Technician must possess the capability to work independently, under the supervision of the direct supervisor and/or Management. This position reports directly to the Maintenance Manager.

**Supervision Exercised:**

This is not a normal responsibility of this class, although direction and guidance is exercised over contract service providers and other personnel on specific projects.