



**Job Title:** Maintenance Technician  
**Department:** Property Management  
**Reports To:** Property Manager  
**FLSA Status:** Non-exempt  
**Prepared Date:** 1/26/2024

**EXCELLENCE IN THIS ORGANIZATION:**

At AHEAD, we are committed to delivering excellence by exceeding our residents' expectations and continuously improving. We foster a culture of accountability, transparency, and collaboration, valuing the contributions of every team member. We take pride in our work and hold ourselves and each other to the highest standards of performance and integrity.

**SUMMARY:**

The Maintenance Technician's focus will include general maintenance and repairs at our rental apartments including painting and minor grounds keeping (i.e. shoveling snow, sanding, salting walkways). Availability for night and weekend shift on call is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Inspect buildings, electrical systems, grounds, and equipment to ensure safe, well-maintained conditions, identify hazards, defects, and the need for adjustment or repair.
- Perform minor troubleshooting and repairs; replace light bulbs, ballasts and fuses.
- Assist with preventive maintenance and troubleshooting on HVAC system, changing filters, bearings.
- Complete maintenance work orders as assigned and in a timely manner.
- Identify and perform basic service and repair on plumbing fixtures; open clogged lines and drains.
- Identify and assist with carpentry and repair work.
- Operate a variety of machinery, equipment and tools including saws, router, drills, sanders, planers, drill presses and various hand tools.
- Perform a variety of locksmith duties; install, repair, and replace locks on doors.
- Inspect, service, and maintain operational functionality of doors and windows.
- Install or replace plugs, switches, outlets.
- Assist with moving loading, unloading and storing supplies, furniture and equipment.
- Wear proper protective equipment while performing job duties (i.e., goggles, helmet, back brace, knee pads).

- Respond to 24-hour emergency calls during on call shift.
- Communicate effectively in a professional, tactful, and courteous manner with residents, coworkers, and outside vendors.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**SUPERVISORY RESPONSIBILITIES:**

N/A, this employee does not supervise others.

**POSITION REQUIREMENTS:**

**Education:**

High school diploma.

**Experience:**

Prior experience in maintenance duties is required.

**Driver's License and Reliable Transportation Required:**

Yes

**Core Competencies & Qualifications:**

It is imperative that all AHEAD employees be committed to grassroots social change and to the economic empowerment of resource-limited people. Applicants must have the ability to work with a team, strong customer service skills and be able to multi-task while maintaining attention to detail.

Must have the ability to:

- Understand verbal instructions.
- Understand and follow safety procedures.
- Lift and manipulate heavy objects.
- Read, understand, follow, and enforce safety procedures.
- Understand written and verbal communications.

The employee must be self-motivated

*Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.*

**WORKING CONDITIONS:**

Work Schedule: Employees in this position may be required to work flexible hours, including evenings and weekends, to perform maintenance or repair work.

Environment: Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Hazards: Employees in this position personnel may be exposed to hazardous materials or chemicals, and may need to wear protective gear such as gloves, masks, or goggles.

**PHYSICAL DEMANDS:**

Lifting and Carrying: Employees in this position may be required to lift heavy objects, such as equipment or sanitation materials, pushing, or pulling objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.

Physical Stamina: Employees in this position need to have good physical stamina to perform their job duties, as the work can be physically demanding and require extended periods of standing or walking. Employees in this position may also need to climb, stoop, and kneel while performing tasks.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Affordable Housing Educational & Development (AHEAD)** is an equal opportunity employer that is committed to diversity, equity, inclusion, and a strong sense of belonging in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The AHEAD makes hiring decisions based solely on qualifications, merit, and organization needs at the time.

Please send resume to [propertymanagement@homesahed.org](mailto:propertymanagement@homesahed.org)