

REEP MANAGEMENT

ASSISTANT MAINTENANCE TECHNICIAN

IMMEDIATE SUPERVISOR: LEAD MAINTENANCE TECHNICIAN

The Assistant Maintenance Technician is vital to the role of property operations and reports directly to the Lead Maintenance Technician. The purpose of the Assistant Maintenance Technician is to assist in the overall maintenance operations while taking a hands-on approach to the completion of all projects. The Assistant Maintenance Technician is responsible for ensuring the community meets safety, appearance and operational standards established by the company.

Primary Responsibilities

I. Personnel

- Follow and maintain the preventative maintenance programs established within the company.
- Review daily work order priorities with the Maintenance Technician Supervisor at the beginning of each day.
- Support Maintenance Technician Supervisor with day to day employee and operational needs.

II. Maintenance

- Perform routine maintenance tasks, minor maintenance requests, routine preventative maintenance, and repairs as needed to all common areas and units.
- Share on-call responsibility with the Maintenance Technician Supervisor and respond to resident service requests within 24 hours.
- Inspect vacated apartments and inform the Maintenance Technician Supervisor and Property Manager by completing a Make-Ready Checklist of needed services and repairs.
- Physically walk and inspect community on a daily basis proposing upgrades and addressing corrective issues.
- Other duties as assigned.

III. Administrative

- Responsible for the supply and upkeep of all property-issued tools.

REEP employees are expected to conduct in a professional manner at all times, perform the tasks delegated by supervisors, and observe and support the company's policies and procedures.

Please email most current resume and cover letter to cindy@reepmanagement.com