



Full Job Description

POSITION TITLE: Lead Maintenance Technician.

LOCATION: Varies

REPORTS TO: Maintenance Director

JOB CLASSIFICATION: Non-Exempt, Full-Time

COMPENSATION: \$26 to \$28/HR

Overview: As a Lead Maintenance Technician, you oversee ongoing facility maintenance and repairs to keep the company's rental communities managed by Brothers Property Management operating and appearing at their best. This position will report directly to the Director of Maintenance.

Essential Duties and Responsibilities:

- You will use your five-plus years of experience in property maintenance (either residential or hospitality setting, with at least one year of supervising others) to address work orders and other repair and maintenance issues before they escalate into major problems.
- You will utilize your one or more technical certifications to address critical areas, such as HVAC-certified repairs and maintenance, or other specialized training for electrical, plumbing, carpentry, flooring, and painting issues when they arise.
- You want to positively impact and proactively address routine maintenance and the general cleanliness of the property, including building rapport with the maintenance team, property managers and senior management to get the job done. This also includes the ability to communicate and respond by email to employees, vendors, and management timely and efficiently.
- Must be hands on with the day-to-day maintenance activities, setting the tone and standard for how work gets done. You lead by example, stepping in to assist where needed, including completing your work orders as assigned and ensuring other technicians get their work orders done.
- Engage in difficult conversations with employees and property management personnel, hearing the concerns and issues and seeking to understand and find a resolution. Have the ability to contact and communicate with contractors as needed supporting your maintenance team to ensure they are scheduling and coordinating work as needed on their properties.
- Attention to detail and project management skills will benefit the property management team, allowing you to quickly and effectively find cost-effective, high quality, timely resolutions to repair and maintenance issues affecting the property. Important to follow the budgetary guidelines within property compliance, assuring all capital assessments are completed by your maintenance team. You will participate in budgetary pre-planning for the new fiscal year.



- Demonstrate courtesy and efficient approach to dealing with maintenance issues at property including residents, maintenance team, and management team.
- Commitment to creating a safe working environment for the team with a safety-first approach to everything you do. This includes training the maintenance team assigned to you in proper safety procedures and protocols.
- Required to be on an on-call rotation as outlined in the company policies and procedures. Required to report to the property within 20-30 minutes of an on-call emergency.
- Required to travel from property to property as assigned or needed by Maintenance Director. Occasionally you may need to use a company-owned vehicle, and the majority your own vehicle to move from property to property or pick up supplies off-site. You must have a current driver's license with a clean driving record with proof of car insurance.
- Perform any other additional duties as assigned.

Knowledge, Skills & Abilities:

Personal: Must be able to follow directions, provide excellent customer service, display respect and professionalism always. Must be able to work independently or as part of a team when required.

Tools/Equipment: A variety of standard tools, saws, snow blowers, shovels, and ground equipment. Must have knowledge on using smart phone and phone applications for work order system tracking,

Physical: Must be able to lift up to 75 pounds, walk up and down stairs, stand, sit, lay for extended periods of time.

Environment: Must be able to work in varying outdoor temperatures as well as indoor working environments.

Qualifications:

- High school diploma or equivalent.
- Previous maintenance related experience - minimum of five years' work experience as Lead Maintenance with at least 1-year supervisory experience.
- Experience working in a rental community is preferred.
- Must hold a valid driver's license, proof of insurance, and have reliable transportation.

Benefits:

- Medical, Dental, Vision, 403B, 403B Match, Life Insurance, and other ancillary benefits

Brothers Redevelopment, Inc. is an Equal Opportunity Employer.



ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Employee's Signature

Date

Employee's Printed Name

