



## **JOB DESCRIPTION**

**Position:** Maintenance Service Technician  
**Type:** Non-Exempt  
**Reports to:** Maintenance Service Manager/ Community Manager  
**Location:** Petersburg, VA

### **POSITION SUMMARY**

The Maintenance Service Technician position will conduct general maintenance and repairs in our residential buildings and is responsible for ensuring that all facility structures, plumbing, and equipment is functioning optimally. The position will proactively troubleshoot issues and escalate to the Community Maintenance Manager as needed.

### **DUTIES AND RESPONSIBILITIES**

The Maintenance Service Technician will successfully prioritize multiple tasks with competing deadlines, manage conflicting schedules and provide excellent follow-through. Additional responsibilities include:

- Respond to emergency calls for maintenance and repairs, quickly while following safety protocol
- Diagnose and troubleshoot issues
- Provide excellent customer service to staff, residents and vendors
- Perform routine building and unit maintenance tasks, including regular inspections, painting, some electrical repairs, plumbing, carpentry and heating and ventilation systems maintenance
- Comply with all safety and health regulations
- Support the setup of ventilation, refrigeration and other systems and conduct repairs when necessary
- Inspect alarm systems such as carbon dioxide and fire protection and quickly schedule repairs when needed
- Complete administrative duties such as filling out forms and reporting maintenance statuses to supervisor or upper level management as required
- Assist with inventory of maintenance and cleaning supplies and equipment
- Clean interior of buildings, units, or office space as and when needed, as well as machinery and equipment, and exterior of the building when needed
- Perform other duties as assigned

### **QUALIFICATIONS**

- Two plus years of experience
- Knowledge of HVAC, plumbing, electrical, carpentry and mechanical systems (including relevant equipment and tools) is required
- Ability to stand or walk for extended periods of time; ability to bend, kneel, stoop, and lift or move heavy equipment
- Ability to read and interpret safety rules, operating and maintenance instructions, and other manuals and documents
- Physically capable of lifting 50 pounds
- Experienced in operating a variety of equipment, including snow blowers, lawn mowers, and small hand tools

- May be required to work outside of normal work hours to address emergency situations
- Excellent written and verbal communication skills
- Excellent manual dexterity and problem-solving skills

**SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:**

- Proactive and extremely responsive
- Energetic and committed with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organization
- Ability to follow instructions and work under pressure, in a time sensitive environment, delivering timely and accurate work

**ADA SPECIFICATIONS** (Physical demands that must be met to successfully complete the essential functions of the job)

- Ability to perform the physical functions of the position, which may include, but are not limited to ability to walking the property, including up to 4 flights of stairs, to complete physical inspections, deliver resident communications, show apartment, and drive a vehicle to visit area businesses for outreach marketing.
- Requires the ability to use a computer and office equipment traditionally found in maintenance settings.

**CORRESPONDENCE:**

- Please forward a current resume and cover letter to [resumes@fariamanagement.com](mailto:resumes@fariamanagement.com) with the subject line “Faria Management – Maintenance Technician (Affordable Housing)”.

*Faria Management is an equal opportunity employer and offers a competitive compensation package.*