



Job title: Residential Maintenance Technician, Fort Monroe Authority (FMA)

Department: Real Estate

Salary Range: \$47,500 - \$50,000

FLSA status: Full time, Exempt

Work conditions: Office environment in historic building, not ADA accessible. Regular 40 hour work week, 8:30 AM – 5:00 PM at the discretion of the Residential Maintenance Supervisor. **After-hours on-call rotation required.**

Reports to: Residential Property Manager

Responsibilities of the Residential Maintenance Technician:

1. Responds to maintenance service requests
2. Reviews and performs work orders with “same day completion” in mind unless noted otherwise
3. Performs repairs to make-ready units in a safe and timely manner
4. Trash out units as necessary
5. Reports to the Residential Property Manager regarding work completed.
6. Performs various refrigeration, plumbing, and heat related duties
7. Follows the Maintenance Standard Operating Procedures
8. Follows all OSHA regulations and address any violations immediately
9. Ensures that the grounds are free of litter at all times
10. Maintains a professional appearance in uniform
11. Demonstrates a professional attitude and “team spirit”. Work well with other staff members
12. Responsible for a courteous, efficient response at all times
13. Assists the Residential Property Manager or other staff members when requested
14. Responsible for assisting to in keeping the Maintenance shop clean and in order at all times and properly securing the shop at the close of the work day

15. Responsible for reporting unusual or extraordinary circumstances regarding the property or residents
16. After-hours on call required on a rotating basis
17. Must have reliable transportation
18. Provides assistance during storms, fires and other related emergencies and other related emergencies as necessary
19. Performs additional duties as assigned by the Residential Property Manager or Residential Maintenance Technician, Senior.

Qualifications

1. High school diploma or General Education Degree (GED); and one to three years related experience or training; apartment experience preferred
2. HVAC certification required
3. Knowledge of general construction practices i.e., carpentry, painting and roofing as well as a general knowledge of residential mechanical systems
4. Formal training in HVAC (residential), electrical, plumbing trades required. Knowledge of commercial HVAC a plus
5. Must possess the following certifications: EPA Section 608 and R410A
6. Knowledge of MSD and OSHA
7. Prior experience working on historic buildings and knowledge of guidelines for the treatment of historic properties a plus
8. Good interpersonal skills demonstrating ability to deal with residents, peers and supervisors
9. Must maintain a valid driver's license and an insurable driving record

Physical Demands

1. Work is performed while standing, sitting and/or walking
2. Requires the ability to communicate effectively using speech, vision and hearing
3. Requires bending, squatting, crawling, climbing, reaching
4. Ability to lift, carry, push or pull medium weights, up to 75 pounds
5. Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All

qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.