

Air Force Enlisted Village, Inc.
Job Description

Job Title: Maintenance Technician

Department: Air Force Enlisted Village Maintenance

Reports To: Director of Maintenance

FLSA Status: Non-Exempt

Prepared By: Kaisa Juosila

Prepared Date: 1 Sept 2020

Approved By: 

Approved Date: 10/12/2020

SUMMARY: Repairs and maintains plumbing, appliances, electrical wiring & fixtures, irrigation systems, physical structures, heating, ventilation, and air conditioning (HVAC) systems to all real property associated with.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Executes all duties in a safe manner.
- Repairs/replaces plumbing fixtures such as faucets, toilets, hot water heaters, and food waste disposals.
- Maintain, repairs or replace appliances to include washing machines and dryers, refrigerators, stoves, dishwashers, etc.
- Repairs/replaces electrical items such as motors, outlets, switches, and circuit breakers, and other electrical fixtures.
- Repairs damage to wooden structures.
- Diagnose and identify HVAC systems for repair. Replace air filters, unclog condensate lines, capacitors, and fuses.
- Performs light interior and exterior painting.
- Repair and replace sprinkler head(s) and maintain irrigation systems as needed.
- Rotate standby duties with other technicians (Weekly).
- Performs all other work as assigned.
- Knowledge in the following areas: auto & small engine repair, pest control, TV and cable support, concrete & asphalt repair, and landscaping & roofing repair(s).
- Perform maintenance & repairs for pool and spa operations under the State of Florida guidelines. Must acquire a Certified Pool and Spa Operator license.
- Work with the Air Force Enlisted Village staff in performing set-up, execution, and teardown of activities to include holiday activities, volunteer banquet, annual golf tournaments, annual 9K and all other related fundraisers.
- Report job injuries to supervisor immediately after injury occurs.
- Perform other work as directed.

KNOWLEDGE, SKILLS & ABILITY:

- High School graduate.
- Have a positive attitude and be willing to give 100%.

- Two years' experience performing a variety of maintenance activities.
- Be familiar with reading and interpreting architectural and engineering drawings.
- Ability to lift 70lbs. and carry 50lbs.
- Ability to work with minimum supervision
- Ability to read, write and understand English to interpret documents such as safety rules, policy and procedure manuals.
- Strong verbal and interpersonal skills are required along with the ability to speak effectively before residents and staff.

STANDARDS:

- Requires valid driver's license and satisfactory driving record.
- Good vision is required for working with computer and paperwork.
- Residents needs always come first. Employee must always adhere to the "Mom Rule".
- Employees will not work under the influence of mood-altering or illegal drugs or alcohol.
- Neat appearance, adherence to the dress code and good personal hygiene is expected.

I have read and understand the responsibilities of this position. I possess the qualifications indicated and able to carry out the identified responsibilities with or without reasonable accommodation.

I understand that the first three months of employment are probationary and that my probationary period may be extended in the event of absences, or slow training progression.

Employee's Signature

Date