



Service Grounds/Punch Technician

Department:	Maintenance	Job Status:	Full Time
FLSA Status:	Non-Exempt	Reports To:	Service Manager
Work Schedule:	Flexible	Amount of Travel Required:	Varies
		Positions Supervised:	None

Job Summary

The Service Grounds/Punch Technician reports to the Property Manager under the supervision of the Service Supervisor and performs general maintenance and repair to ensure apartment units and other property facilities are in good working order. Responsibilities include diagnosing, troubleshooting, and repairing heating, ventilation and air conditioning (HVAC) units; electrical appliances, outlets, and light fixtures; plumbing, carpentry, and locks. The MT follows a planned preventative maintenance schedule and follows up with residents after repairs are complete. Additional responsibilities include, but are not limited to, assisting with preparing vacant apartment units for rental and also landscape and renovation projects.

As a property team member on-site, the successful candidate will embody and work to reinforce ML Property Group's Core Values. Those values include:

- Welcoming the uniqueness of each individual
- Communicating openly and with integrity
- Doing the right thing at the right time for the right reasons

Duties and Responsibilities

- Receives requests for service maintenance, prioritizes work orders and handles each in the most efficient manner.
- Examines and diagnoses problems with heating, ventilation and air conditioning units for property facilities. Determines the best method to repair or replace all or part of the unit. Makes repairs and/or replacements according to standard. Performs preventative maintenance on HVAC units by replacing filters, cleaning coils, etc.
- Repairs and replaces furnished kitchen appliances such as refrigerators, stoves, washers and dryers. May contact an outside vendor to make more advanced or severe repairs or replacements.
- Performs minor to moderate-level plumbing repairs, replacements, and/or installations including repairing leaks and removing clogs in sinks and toilets.
- Performs minor electrical repairs and replacement of light fixtures and related items.
- Repairs locks and other miscellaneous items.
- May perform painting projects ranging from full interior painting of property units to minor touch up and repair of walls and woodwork.
- May perform "make ready" projects for the preparation of vacant units available for prospective tenants.
- Cleans carpets as assigned.
- May perform swimming pool maintenance and/or landscape projects to ensure property aesthetics meet or exceed standards.
- Adheres to MLPG's safety and hazard communications programs, policies and procedures and maintains a safe work environment.
- Works irregular hours (evenings, weekends), including on-call and overtime hours, as required by MLPG's 24-hour routine maintenance guarantee.
- Operates a motor vehicle to transport tools and materials between work sites.

- Attends and participates in technical training programs to maintain and enhance knowledge and skills.
- Comply with all OSHA regulations and health, safety and environmental laws.

Qualifications

- High school diploma/GED and one to three years of experience in facility maintenance and/or mechanical repair required
- EPA Type II or Universal and/or Pool Certification required at hire or within 90 days of hire.
- Valid driver's license required
- Associates degree in a related technical or mechanical field preferred
- Commercial maintenance experience with plumbing, electrical, and janitorial strongly preferred

Knowledge, Skills, and Abilities

- Thorough knowledge of heating and air conditioning unit maintenance, trouble shooting, and repair
- General knowledge of the repair and maintenance of appliances, lighting fixtures, and plumbing
- Knowledge of occupational health and safety regulations and precautions
- Knowledge and skills to operate common and specialized tools for repairs and maintenance
- Ability to visually inspect units, grounds, and other aspects of the property to determine adherence to standards
- Skill and ability to clearly and concisely communicate verbally and in writing with professionalism when interacting with tenants and property management
- Knowledge and skills to organize, prioritize, and meet deadlines
- Customer service and problem-solving skills
- Ability to read, interpret and apply written instructions for repair and maintenance of equipment
- Attention to details
- Basic computer/technical skills to operate mobile computing or communications devices

Physical and Environmental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to sit, stand, bend, walk use hands and fingers to control objects, reach with hands and arms, climb stairs and ladders, balance, stoop, kneel, crouch, crawl, talk, and hear. The associate must be able to lift 25 pounds individually and up to 50 pounds with assistance devices (dollies, hand trucks, additional persons).

Must be able to see and read to complete forms, read reports, and visually determine the correct working order of physical aspect of units and other property facilities. Frequently needs to see small details.

While performing the duties of this job the associate primarily works in an outdoor environment exposed to adverse weather conditions as well as dirt and/or dust.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PHYSICAL DEMANDS

Activity	Stand	Walk	Sit	Handling Reaching Outward	Reach Above Shoulder	Climb	Crawl	Squat/ Kneel	Bend
Frequency	C	C	O	F	F	F	F	F	F

Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The ability to hear, listen and speak.

Weight	Lift/Carry Frequency	Push/Pull Frequency
10 lbs or less	C	C
11-20 lbs 21-50 lbs	F	F
51-100 lbs	F	F
Over 100 lbs	O	O

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

UNDERSTANDING OF JOB ESSENTIALS:

ML Property Group is a drug free, harassment free workplace. All candidates must pass a drug screen and an extensive background check. MLPG is an equal opportunity employer and does not tolerate harassment, discrimination or retaliation.

I understand that all pre-employment screening activities are conducted in compliance with federal and state employment laws. Background checks are completed during the post-offer stage of the employment process in compliance with the Fair Credit Reporting Act requirements.

I also fully understand the content of this job description, have had the opportunity to ask questions regarding this job description, and have had the job duties and responsibilities, requisites, and physical demands and working conditions explained to me. I am capable of performing the essential functions of this job with or without reasonable accommodation. If I need accommodation, I will ask the hiring manager for it.

Printed Name _____ Date _____

Signature _____