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### HOMEFRONT

PARTNERS FOR A BETTER BILLINGS

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| **Department:** | **Job Description** |
| **Job Title:** Maintenance II Technician | **FLSA Status**: Non-Exempt |
| **Reports To (Title):** Facilities Manager | **Position Status:** Full-time  **(***Full-time, Part-time, Temporary)* |
| **Prepared By:** Chief Executive Officer | **Schedule:** 8:00 to 4:30 (Monday – Friday) |

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| **Rate:** $17/hr. - $24.48/hr. | **Revision Date:** October 2023 |

Under the direction of the Senior Asset Manager, the Maintenance II Technician will be responsible for, but not limited to the following:

***Essential Duties and Responsibilities and Expectations:***

1. General maintenance duties
2. Property Grounds Maintenance
3. On-Call Duties
4. Miscellaneous Duties
5. Ensure Organizational Excellence and Core Values are being practiced. Core Values: Respect, Diversity, Integrity, Public Trust, Empathy and Professionalism.

***General Duties:***

30 % of time

* Coordinate with the Facilities Manager, for daily/weekly work dispatch.
* Assist Maintenance team as dispatched by Facilities Manager and/or Maintenance Lead.
* Coordinate with Asset Managers and Maintenance to perform final wipe-down and preparation of units for move ins one business day prior to move-in date.
* Responsible for the maintenance of company vehicles and garage assets – oil changes, tire rotations, repairs, preventative maintenance, etc.
* Weekly cleaning of outside windows and grounds at main office.
* Responsible for general cleaning duties of Maintenance Shop at Moore Lane.
* Responsible for general cleaning duties of garages
* Responsible for running parts and materials to/from properties as needed.
* Respond to emergency custodial and maintenance issues as necessary.
* Participate in On Call rotation.
* All other duties as assigned.

***Property Grounds Maintenance Duties:***

50% of time

* Snow and ice removal on property grounds.
* Weeding and general maintenance of grounds/gardens
* Trash and debris removal from grounds.
* Assist with accompanying vendors as appropriate
* Depit units after move out to prepare for the unit to be turned
* Outdoor maintenance – including but not limited to changing of light bulbs, parking lot sweeps, clean storm drains, graffiti removal, preventative maintenance, etc.
* Bulk garbage pickup
* Haul to the landfills
* Special projects as assigned – including but not limited to screen repairs, parking lot repainting, landscape replanting, etc.

***Miscellaneous Duties:***

20% of time

* Respond to communication in a timely manner.
* Check agency email account at least twice per day.
* Submit complete and accurate timecards to supervisor each Thursday for approval.
* Maintain organized vehicle and work space.
* Responsible for care and organization of company assigned vehicle.
* Work with staff, tenants, and general public in a friendly and professional manner.

***Minimum Qualifications (Experience/Education):***

* High School Diploma or equivalent.
* Valid Montana Driver’s License & Ability to meet agency auto insurance coverage requirements.
* Acceptable Criminal Background Check

## *Competencies or Knowledge, Skills and Abilities (KSA’s):*

* Relate to and effectively work with low-income, elderly, and/or disabled persons in a professional and respectful manner.
* Manage time and tasks efficiently with limited supervision.
* Work professionally with co-workers, residents, vendors, and the general public.
* Speak and understand English in spoken and written form.
* Develop letters, memoranda, reports, and schedules, using grammatically correct English.
* Strong attention to detail.
* Conflict resolution.
* Critical thinking and problem-solving skills.
* Skilled in the use of hand and power tools

## *Physical Demands & Working Conditions:*

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| Constant (67%-100%) | Frequent (34%-66%) | Occasional (1%-33%) |
| Manual dexterity (Right, Left, Both)  Reaching  Walking  Talking  Listening  Close, distant, and peripheral vision  Color vision  Depth perception  Ability to adjust focus  Moderate noise  Lift up to 25 pounds  Climb or balance | Standing  Outdoor weather conditions  Working near mechanical parts | Stoop, kneel, crouch, or crawl  Lift up to 100 pounds  Wet or humid conditions  Extreme cold and heat  Fumes or airborne particles |

**HomeFront** is an Equal Opportunity Employer. **HomeFront** does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that HomeFront reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_