

## **Byler Holdings LLC**

201 Iron Valley Drive Lebanon, Pa. 17042

### **Maintenance – General Maintenance**

Job Title: Maintenance Technician    Location: Byler Holdings LLC Properties    Status: 12 months – Full Time

Department: Maintenance

Pay Grade:

Reports to: Facilities Manager, Director of Operations – Byler Real Estate

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### **General Scope of Responsibilities:**

Their role is to maintain all operations and ensure that the facilities are safe and functional at all times. Maintenance employees can manage technical repairs like inspecting and fixing HVAC systems alongside aesthetic maintenance like applying new coats of paint and trimming the bushes and grass on facility grounds. Maintenance employees work full-time and may be called upon to respond to emergencies on evenings and weekends. Maintenance employees will also provide additional assistance to fellow employees and visitors and to preserve the facilities. It is the employee's responsibility to be an excellent representative of Byler Holdings LLC at all times.

### **Essential Functions:**

- Maintain records of any/all work and inspections.
- Identify control systems through observation and preventative maintenance methods and react to those observations by repairing, utilizing other maintenance staff or recommending the needs for outsourced services.
- Supports fellow maintenance and custodial staff in a cooperative, team approach.

### **Other Functions:**

- Mechanical aptitude or ability to be flexible in job requirements other than those of Maintenance.
- Must be willing to work flexible hours, including nights and weekends if necessary.
- Must be willing to react to change productively and complete other essential tasks as assigned.
- Employee is subject to reassignment to other duties in response to special events, needs or emergencies.
- Employee may also complete maintenance work to the exterior of a facility, including painting, replacing windows or making repairs to A/C condensers.
- Other duties as requested or assigned.
- Perform preventative maintenance duties as assigned.

### **Qualifications:**

Maintenance employees need to have the following skills in order to effectively maintain and keep a property in good condition:

- Construction skills such as carpentry, painting, masonry, plumbing, roofing and welding
- Advanced critical thinking and problem-solving skills for fixing maintenance issues
- Administrative skills for ordering supplies, handling records and scheduling maintenance
- Physical strength and dexterity to lift, move and handle equipment
- Stamina to deal with long hours standing or walking
- Strong verbal and written communication for discussing maintenance issues
- Ability to work in extreme hot or cold conditions
- Organizational and time management skills
- Two or more years' experience preferred.

### **Special Skills:**

- Basic understanding of electrical, plumbing, carpentry and a variety of other systems and equipment
- Groundskeeping if the facility contains lawns or other outdoor areas in need of maintenance
- Interpersonal skills to interact with employees or residents of the building in a pleasant manner
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked
- Physical stamina to handle a full shift of being active and working on the building
- Ability to work independently with minimal supervision or as part of a team.
- Ability to use computer technologies efficiently, i.e.: electronic mail, internet, word and spreadsheet programs for communication, research or documentation purposes.

### **Physical / Mental / Environmental:**

- **Physical Demands:**
  - Ability to perform manual tasks requiring moderate physical strength and dexterity, i.e.; ability to lift approximately seventy-five (75) to one hundred (100) pounds, climb ladders to approximately forty (40) feet, operate hydraulic lifts to approximately forty- (40) feet high.
  - Ability to work indoors in normal use areas, crawl spaces, above ceilings, pits (i.e.: electrical, water, sewer).
  - Ability to work outdoors in normal use areas, confined spaces (i.e.; pump houses, attics)
- **Sensory Abilities:**
  - Able to use hands handle or feel objects, tools.
  - Ability to talk and hear.
  - Must have vision abilities that include close vision, color vision and ability to adjust focus.
- **Temperament:**
  - Must be courteous, helpful and cooperative in relationships with apartment tenants, management, supervisors, fellow workers, and visitors/public.

- **Mental Demands:**
    - Ability to follow oral and written instructions involving work requests, technical specifications, operations and maintenance information.
    - Ability to use initiative in work assignments, making repairs as required.
  
  - **Environment:**
    - Job may include exposure to hot temperatures, cold temperatures.
    - Job may include sudden change in noises, slippery surfaces, rain or snow.
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