

Inner City Christian Federation  
**ICCF Nonprofit Housing Corporation**  
**Job Description**

**Job Title:** Maintenance Technician  
**Department:** Real Estate Development and Management (REDM)  
**Reports To:** Facilities Manager or Maintenance Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** Ryan Schmidt  
**Prepared Date:** 9/28/17

**SUMMARY**

Performs maintenance and repair activities of physical structures by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conducts routine maintenance, preventative maintenance, vacant unit turns, and emergency repairs of buildings and grounds.

Complete all work with a respect for both time efficiency and budget awareness.

Maintain open communication with residents and supervisor regarding status of open work orders.

Requisitions building supplies necessary to maintain an adequate inventory level within the maintenance department.

Assists in preparation for and response to all property inspections, including but not limited to the City of Grand Rapids and MSHDA.

Periodically lead groups of volunteers at company-owned properties.

Complete grounds work as directed by Maintenance Supervisor which may include snow removal, picking up trash, sweeping curb and dumpster areas and maintaining landscaping beds, etc.

Responsible for alerting the Facilities Manager and/or Maintenance Supervisor of any unusual occurrence, condition and/or damage that have taken place or that may occur.

Responsible for on-call 24-hour emergency maintenance service according to a rotating schedule with other ICCF maintenance personnel as coordinated by Maintenance Supervisor.

Complete capital improvement projects in conformance with approved plans, specifications, and standards.

Suggests changes in working conditions, use of equipment, and organizational systems to increase efficiency of work.

Analyzes and resolves work problems, or assists other workers in solving problems.

Maintains a professional courteous manner with all residents, vendors, contractors, and fellow employees.

Maintain accurate records of all required documentation including work order response, action(s) required, and time expended.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

One year certificate from college or technical school; or 2+ years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license and acceptable driving record is required.

## **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk, reach with hands and arms, and climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.