

Position: Maintenance Technician

Location: St. Thomas, VI

Reports To: Maintenance Supervisor & Property Manager

A Maintenance Technician is a hands-on person who ensures a building or facility's smooth operation by performing repairs, conducting preventative maintenance, and addressing a variety of maintenance tasks. They are the backbone of keeping things running efficiently and safely.

Typical duties:

- **Inspections and Preventative Maintenance:** They regularly inspect equipment, buildings, and systems to identify potential problems before they occur. This may involve tasks like checking filters, lubricating machinery, and testing electrical systems.
- **Repairing Equipment and Systems:** When problems arise, maintenance technicians troubleshoot, diagnose, and repair faulty equipment, plumbing systems, electrical wiring, or other building components.
- **Work Order Completion:** They receive and complete work orders detailing specific maintenance tasks or repairs. This may involve prioritizing issues, obtaining necessary parts, and completing the work according to set procedures.
- **Record Keeping:** Documenting completed work, parts used, and time spent is crucial. Maintenance technicians typically maintain detailed logs and reports.
- **General Maintenance Tasks:** Depending on the work environment, they may handle a variety of tasks like changing light bulbs, fixing leaky faucets, maintaining landscaping, or painting.

#### **Skills and Qualifications for Maintenance Technicians:**

- **High School Diploma or GED:** A basic level of education is typically required.
- **Technical Skills:** A strong understanding of mechanical, electrical, plumbing, and HVAC systems.
- **Hand and Power Tool Proficiency:** Skill in using a variety of tools to perform repairs and maintenance tasks.
- **Problem-Solving Skills:** The ability to diagnose and troubleshoot issues efficiently.
- **Physical Fitness:** The capacity to lift heavy objects, climb ladders, and work in various physical positions.
- **Attention to Detail:** Meticulousness in completing tasks and adhering to safety protocols.
- **Time Management:** The ability to prioritize tasks and meet deadlines.
- **Customer Service Skills:** Effective communication with tenants and property managers.
- **On-Call Availability:** Will require on-call availability for emergency repairs.