

**JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** Building Technician

**JOB LOCATION:** Meadow Creek Condominiums

**IMMEDIATE SUPERVISOR:** Site Manager

**DATE:**

**FUNCTION:** Incumbent handles a wide range of tasks related to the building and grounds maintenance for Meadow Creek. Incumbent plays an important role in providing quality service to residents and ensuring that Meadow Creek is an attractive, comfortable place to live.

**DUTIES AND RESPONSIBILITIES:**

**Building Maintenance**

- In general, keep building entries, hallways, laundry rooms, boiler rooms and electric meter rooms clean, neat and attractive looking. Provide each building with the level of cleaning needed to keep it in this condition. Thoroughly clean each building on a rotating basis. Check and spot clean each building on a daily basis.
- In particular, keep the following building components clean and dust-free:
  - Glass in front doors
  - Ceramic and VCT floor tile
  - Carpeting
  - All wood and metal surfaces
  - Light fixtures
  - Upper windows in entryways
  - Laundry equipment: inside, outside and behind
  - Vent hoses and exterior vents for dryers
- Keep wastebaskets in laundry rooms emptied.
- Assist with the collection of laundry coin on a rotating basis.
- Check out and repair, if possible, problems with laundry room washers and dryers before a Maintenance Technician is called in.
- With the assistance of other staff, move laundry equipment out of and back into

- laundry rooms, and in between, fully strip and re-wax laundry room floors.
- Shampoo common area carpeting twice each year.
- Replace burned-out light bulbs.
- Keep the bulletin board in each building neat and up-to-date. Ensure current notices remain up, and remove outdated and unapproved notices.
- Keep the area below the mailboxes in each building neat and orderly. Throw out uncollected junk mail, and turn in other items to the Association office.
- Keep the building directory up to date with the names of current residents.
- Deliver community newspapers door to door on a weekly basis.
- Impound items left in the hallways, boiler rooms or electric meter rooms, following established procedures.
- Assist with pest extermination when requested.
- When a unit owner requests the building water to be shut off for plumbing work, inspect water shut-offs in owner's unit for needed replacements, coordinate shutting water off and turning water back on, and test equipment for any needed flushing after water is back on.
- With the assistance of other staff, clean up after plumbing leaks.
- Check and address, if possible, heat and ventilation issues in individual units before a Maintenance Technician is called in.
- Trouble shoot and remedy, if possible, problems with the MeadowVision cable system before a Maintenance Technician is called in.
- On a monthly basis, test water pressure and hardness in each building, and read natural gas meters.

#### **Grounds and Parking Lot Maintenance**

- Keep all areas outside of buildings free of litter and debris.
- As needed and as directed, power wash garages and lower edges of buildings.
- Keep dumpster/recycling areas clean and neat. Work to identify residents who are violating policies regarding trash and recycling. Assist in the removal of large items and items that cannot be accepted by the trash hauler. Assist in preventing unauthorized dumping. Assist in cleaning trash and recycling containers in the spring and the fall, and identify needed repairs or replacements.
- In spring, assist with power sweeping of parking lots and drives.
- From spring through fall, spot sweep sidewalks, parking lots and driveways as needed. On a weekly basis, inspect planting beds, mulched areas, cracks in sidewalks, and parking lots and driveways for weeds, eliminating any weeds that are found.
- During winter, remove light snows and ice from ice storms from all sidewalks and back stoops. After heavy snowfalls, clear the back stoops and the sidewalks leading from the main walkways to the buildings. Check all sidewalks for ice and ponding

- water on a daily basis. Keep all sidewalks clean and dry to their full width at all times.
- Check parking lots on a daily basis for parking problems and violations of the parking policy. Follow established procedures when problems and violations are identified.
- Annually inspect and test electrical outlets in common areas, on building exteriors, and in parking lots, and report the details of any problems.
- Impound stray pets, especially cats, using equipment provided. Arrange for delivery to Humane Society.
- Turn water to building hose bibs on and off according to established policies.
- On a rotating basis, assist with operation and maintenance of swimming pool.

### **Monitoring and Follow-Up**

- Identify needed repairs, and report to office.
- Report unauthorized items on patios. Report fogged patio doors, damaged screens or storm windows, and cracked or broken primary windows.
- Check lights on at least a weekly basis to ensure that none are burned out.
- Check washers and dryers for operating problems.
- Check water softener on each visit to a building with a softener, and remove empty salt bags.
- In winter, monitor boilers, and record readings. Oil pumps. Check roofs, diverters, gutters and downspouts for ice problems. Report open unit primary and storm windows to the office.

### **Working with Residents**

- Make an ongoing effort to know residents and to assist residents with any questions or problems.
- For vacant apartments, or for absent residents, ensure that items do not collect in front of apartment doors. Hold items for absent residents.
- Watch for vacant apartments, and report them to the office. Report resident turnover to the office.
- Monitor and report resident caused problems: problem pets, persons causing problems, curfew violations, noise and other disturbances, and damage. Assist the Site Manager in resolving problems.
- Report any accidents or incidents immediately to the office. Collect facts, and ensure that any injured person receives help. Offer no opinions, make no statements, and make no suggestions as to responsibility for an accident or incident.

### **On-Call**

- Handle on-call duties on a rotating basis. Respond to emergency calls according to established procedures.

- For water leaks, vacuum up water, clean up any debris, and coordinate repairs with the Maintenance Technicians and the Site Manager.
- When requested by the Site Manager, check on, and monitor, problem situations after hours.
- Impound stray pets when reported.
- Open the community room in case of severe weather or for scheduled rentals of the community room.

**General**

- Attend staff meetings.
- Maintain an inventory of equipment and supplies.
- Accept delivery of materials and equipment.
- Request additional or new equipment when needed.
- Make recommendations to the Site Manager regarding ways to improve building and grounds upkeep and resident service. Coordinate work activities with the Lead Building Technician as requested.
- Complete any required paperwork on an ongoing basis, including time sheets and on-call logs.
- Inform the Site Manager of any trips out of town.
- Re-arrange work schedule and tasks in order to provide coverage for other Building Technicians when they are sick or on vacation.
- Perform other duties as assigned by the Site Manager in order to ensure proper upkeep of the buildings and grounds and good, responsive service to residents.

**ASSIGNMENT AND PERFORMANCE OF WORK:**

Instructions and assignments are received verbally and in writing from the Site Manager. The Building Technician is expected to organize the tasks required to accomplish the above **DUTIES AND RESPONSIBILITIES** and to complete these tasks without regular, specific instructions. The Building Technician is, however, expected to consult with the Site Manager on an ongoing basis, and keep him/her informed.

The Building Technician will follow established procedures. The Building Technician will also conduct himself/herself with the utmost professionalism at all times so as to create the best possible image for Dunbar Strandness, Inc. and Meadow Creek Condominiums.

**GENERAL RESPONSIBILITIES AND DECISION-MAKING AUTHORITY:**

The Building Technician is responsible for making the decisions necessary to schedule, coordinate and accomplish the above **DUTIES AND RESPONSIBILITIES** in a manner consistent with the policies and procedures of Dunbar Strandness, Inc. and Meadow Creek Condominiums, with legal and contractual requirements, and with sound work and business practices.

The Building Technician does not have any independent purchasing authority. The Building Technician may occasionally be involved in the purchasing of cleaning supplies and equipment. However, all purchases must be approved by the Site Manager in advance.

**WORK RELATIONSHIPS:**

The Building Technician reports to the Site Manager. The Building Technician will also work with the Property Manager, the Assistant Site Manager, the Administrative Assistant, and the Lead Building Technician. The Building Technician has regular contact with other Building Technicians, members of the Association, and renters at Meadow Creek. The Building Technician has occasional contact with Board members, vendors and government officials.