

# Fort Monroe Authority

## Position Description – Residential Maintenance Technician

<b>Job title:</b>	Residential Maintenance Technician, Fort Monroe Authority (FMA)
<b>Department:</b>	Real Estate
<b>FLSA status:</b>	Full time, Exempt
<b>Work conditions:</b>	Office environment in historic building, not ADA accessible. Regular 40 hour work week, 8:30 AM – 5:00 PM at the discretion of the Residential Maintenance Supervisor. On call rotation required.
<b>Salary:</b>	\$30,000 annually
<b>Reports to:</b>	Residential Maintenance Supervisor (FMA)

The Fort Monroe Authority is looking for a Residential Maintenance Tech to join our Real Estate Team. Come work in the beautiful historic environment of Fort Monroe! This position will include full state employee benefits to include health benefits; membership in the Virginia Retirement System; 12 paid holidays; annual leave; sick leave; group life insurance; and all other related Commonwealth of Virginia employee benefits.

### **Responsibilities of the Residential Maintenance Technician:**

1. Respond to maintenance service requests.
2. Perform repairs to make-ready units in a timely manner.
3. Assist the Lead Maintenance Tech or Maintenance Supervisor with their work if necessary.
4. Review work orders with Lead Technician or Maintenance Supervisor on a daily basis.
5. Trash out units as necessary.
6. Follow the Maintenance Standard Operating Procedures.
7. Follow all OSHA regulations and address any violations immediately.
8. Ensure that the grounds are free of litter at all times.
9. Operate and perform scheduled maintenance properly on all equipment.
10. Know the location of gas and water meter emergency cut offs, all apartment and fixture cut offs, and sewer clean outs.
11. Paint interior and exterior when required.
12. Maintain a professional appearance in uniform and display a good attitude at all times.
13. Understand the importance of a good attitude and “team spirit”. Work well with other staff members.
14. Responsible for a courteous, efficient response at all times.
15. Assist the Property Manager or other staff members when requested.
16. Perform work orders with “same day completion” in mind unless noted otherwise.

17. Responsible for keeping the Maintenance shop clean and in order at all times; and properly securing the shop at the close of the work day.
18. Responsible for reporting unusual or extraordinary circumstances regarding the property or residents.
19. After-hours on call required on a rotating basis.
20. Must have reliable transportation
21. Provide assistance during storms, fires and other related emergencies and other related emergencies as necessary.
22. Performs additional duties as assigned by the Property Manager, Maintenance Supervisor or Lead Technician.

### **Qualifications**

1. High school diploma or General Education Degree (GED); or one to three years related experience or training.
2. Knowledge of general construction practices i.e., carpentry, painting and roofing as well as a general knowledge of residential mechanical systems.
3. Formal training in HVAC (residential), electrical, plumbing trades required. Knowledge of commercial HVAC a plus.
4. Knowledge of MSD and OSHA
5. Prior experience working on historic buildings and knowledge of guidelines for the treatment of historic properties a plus.
6. Good interpersonal skills demonstrating ability to deal with residents, peers and supervisors.
7. Must be able to pass criminal screenings, as well as have an insurable driving record. Must maintain a valid driver's license.
8. Pre-employment physical with drug screen will be required.

### **Physical Demands**

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires bending, squatting, crawling, climbing, reaching.
4. Ability to lift, carry, push or pull medium weights, up to 75 pounds.
5. Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

*The Fort Monroe Authority is an EEOC compliant employer.*

This posting is open until filled. To apply please forward (1) a copy of your resume, (2) a cover letter and (3) an FMA Job Application (available on our website at [www.fmauthority.com](http://www.fmauthority.com)).

to:

Joan F. Baker

Human Resources Manager

[jbaker@fmauthority.com](mailto:jbaker@fmauthority.com)

Or mail to:

Joan F. Baker

Human Resources Manager

20 Ingalls Road

Fort Monroe, VA 23651

***Incomplete applications will not be accepted.***