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# Example of Apartment Maintenance Technician Job Description

Our growing company is hiring for an apartment maintenance technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for apartment maintenance technician

* Prepare vacant units for new residents ensuring that the unit meets the company standards/checklist
* Maintain the exterior grounds of the property and conduct seasonal duties such as snow removal or pool maintenance
* Prepare for inspections
* Attend staff meetings as required or requested
* Other responsibilities as assigned by Maintenance Supervisor, Maintenance Manager or Property Manager
* Respond to and fulfill maintenance requests
* Provide exceptional customer maintenance
* Follow up on unresolved issues and ensure a quick resolution
* Actively participate in specialty maintenance projects and property upkeep
* Ensure the property’s curb appeal is top notch by maintaining the cleanliness of the grounds

## Qualifications for apartment maintenance technician

* Proficiency in customer service and interpersonal communication skills in order to effectively interact with co-workers, residents, vendors, and other business contacts
* Demonstrated ability to read, write, and communicate effectively, act as first point of contact for internal team members and external visitors to the Company, and answer questions related to department operating policies
* Minimum of two years of experience in property management maintenance or equivalent experience
* Technical of vocational certificate and/or degree preferred
* EPA Type II or Universal certification required
* Valid driver’s license and rotating on-call responsibility required