

Position Title:	Maintenance Technician	Employment Status/Location:	Full-time
Reports To:	Maintenance Supervisor	Education Requirement:	See below
Pay Rate:	\$18.00-22.00/hr, non-exempt	Additional Education/Certification:	

SUMMARY

The Maintenance Technician is responsible for the daily upkeep and long-term care of ANCHOR's housing communities. This includes responding to work orders, completing unit turnovers, conducting preventive maintenance, maintaining grounds, and supporting resident satisfaction. The role requires close collaboration with the Site Manager, Regional Manager, and other ANCHOR staff to ensure properties meet safety standards, regulatory requirements, and organizational goals.

DUTIES AND RESPONSIBILITIES

Property Maintenance & Work Orders

- Communicate with the Site Manager regarding property maintenance needs.
- Coordinate and complete work orders promptly and professionally, using ANCHOR's work order system.
- Conduct move-out inspections with the Site Manager.
- Complete unit turnovers within 7 workdays (unless excessive damage exists), including painting, repairs, appliance replacement, cleaning, and vendor coordination.
- Follow daily cleaning schedules and ensure curb appeal and grounds upkeep at all times.

Preventive Maintenance & Safety

- Adhere to preventive maintenance schedules, procedures, and documentation requirements.
- Comply with OSHA standards and partner with managers to enforce safety practices.
- Follow all bloodborne pathogen procedures and universal safety precautions.
- Support site security efforts and assist with emergency preparedness planning.

Budget, Inventory & Vendors

- Assist in the development, monitoring, and implementation of maintenance budgets.
- Make purchases within approved budget and maintain accurate records.
- Conduct bi-annual inventory of tools, equipment, and supplies.
- Obtain and review bids for services as directed by the Site or Regional Manager.

Resident & Community Engagement

- Maintain positive, respectful relationships with residents, vendors, and community partners.
- Respond promptly and professionally to emergency maintenance calls and submit required reports.

On-Call / After-Hours Responsibilities

- Participate in the on-call rotation for nights, weekends, and holidays.
- Receive time-and-a-half pay for after-hours work, with a two-hour minimum per emergency call.
- Holiday work is compensated at both holiday pay and time-and-a-half.
- Mileage for emergency response is reimbursed at the current ANCHOR rate.



Organizational Expectations

As an ANCHOR employee, the Maintenance Technician is expected to:

- Demonstrate integrity, reliability, and professionalism at all times.
- Uphold ANCHOR's mission to enhance the quality of life for residents and communities.
- Follow all policies and procedures as outlined in the Maintenance Policy Handbook.
- Participate in training, performance reviews, and professional development opportunities.

BEHAVIORAL COMPETENCIES

- **Accountability:** Meets deadlines, completes work accurately, and follows established procedures.
- **Customer Service:** Provides responsive, respectful service to residents and colleagues.
- **Problem-Solving:** Demonstrates initiative in diagnosing and repairing maintenance issues.
- **Safety Awareness:** Consistently follows OSHA and organizational safety requirements.
- **Teamwork:** Collaborates with managers, peers, and vendors to achieve property goals.

EDUCATION AND EXPERIENCE

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 Maintenance Technician function.

- High school diploma or GED required; technical certifications or training preferred.
- Minimum two years' experience in property maintenance, facilities management, or a related field.
- Proficiency in plumbing, electrical, HVAC, carpentry, and appliance repair.
- Ability to use work order systems, follow preventive maintenance schedules, and maintain accurate documentation.
- Strong communication and customer service skills.
- Valid driver's license, reliable transportation, and ability to participate in the on-call rotation.

TECHNICAL SKILLS

Must have the ability to learn computer software programs as required by assigned tasks. Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

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.

- Ability to lift, carry, and move objects weighing up to 50 pounds.
- Frequent bending, climbing, stooping, kneeling, and reaching.
- Exposure to noise, fumes, odors, cleaning agents, and outdoor weather conditions.
- Works both indoors and outdoors with regular resident and staff interaction.

TO APPLY

Please send resume and letter of interest to jobs@anchorcnc.org

