

JOB DESCRIPTION MAINTENANCE TECHNICIAN

Job Functions/Duties

Job functions and job duties will be primarily driven by work order requests from Neville managed properties. Responsibilities will include communicating problems; providing maintenance and repair services for managed properties as directed; providing day time coverage for emergency duties; and accurately recording and submitting time-keeping and work order related paperwork. Other duties may be required as dictated by the Maintenance Coordinator.

Qualifications

The Maintenance Technician must be mechanically inclined with a substantial background in building maintenance. Maintenance and repair abilities include:

- carpentry (examples: installation and repair of window/door trim, moldings, cabinet alignment, door repair/installation, replacing/repairing ceiling tiles, etc.);
- painting, (including six panel doors, drywall, plaster, metal & wood surfaces, etc.);
- minor dry wall repair and taping, (examples: holes, section replacements, etc.);
- locksmithing, (examples: lockset replacement, core replacements, etc.);
- minor plumbing repairs that do not require a license (Including changing a wax seal on a toilet, snaking out a drain, installing or repairing a faucet, etc.);
- and electrical repairs that do not require a license, (including changing light bulbs), and;
- common area maintenance and daytime emergency janitorial duties as needed.

A high level of service must be maintained, therefore, the successful individual will:

- be fastidious about the quality of the maintenance provided by Neville and its subcontractors,
- be able to work independently and will take ownership of responsibilities;
- possess manual dexterity, eye hand coordination and a sense of balance;
- be personable with exceptional communication skills;
- possess a positive attitude;
- demonstrate attention to detail and;
- be capable of representing Neville and act as an ambassador for the Company at all times.

To be considered for the position, applicants must have his/her own tools, vehicle, a valid driver's license and appropriate vehicle insurance. Vehicle must be capable of carrying necessary tools and materials to various job sites. Neville will provide shirts and baseball style caps with the Neville Logo. All maintenance personnel are expected to wear Neville supplied attire during their normal work hours.

Offers of employment are subject to satisfactory completion of maintenance skills assessment testing.

Applicant is required to allow Neville to pull a personal credit report and perform a criminal background check prior to/or during employment. Credit and background must be in good standing.

Hours & Commitment

Neville offers this position as full-time, 40 hours per week, employment. The Maintenance Technician will be on the pager rotation list for all Neville sites, which means responding to emergency calls for a 7-day period, including nights and weekends, approximately every 4 to 5 weeks.

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The Maintenance Technician will be expected to arrive at the office weekdays promptly at 7:30 AM to obtain his/her schedule for the day and provide maintenance duties until 4:30 PM. One (1) hour will be given for lunch. Additional time may be required to handle work which extends past the hours mentioned, or to respond to emergency calls. An example of this would be removal of snow early in the morning. These additional hours may be paid at overtime or the standard hours for the week may be altered to create a 40 hour work period, at the discretion of the Maintenance Coordinator.

Compensation

The compensation for the Maintenance Technician shall be paid on an hourly basis. The Neville work week runs from Wednesday through Tuesday with Friday as payday. Time sheets and all work orders must be submitted to the Maintenance Coordinator at the end of each day. Hourly pay shall be set prior to commencement of the position.

Vehicle/Mileage

Neville requires the Maintenance Technician to: (a) provide his/her own truck or other appropriate vehicle as indicated above; (b) maintain vehicle insurance at the minimum levels required by Neville's insurance carrier; and, (c) provide the fuel necessary to transport him/herself to and from the properties. Neville will provide reimbursement at a rate of 55 cents (55¢) per mile for work related miles (such rate may be adjusted from time to time in accordance with Neville standards). Mileage reimbursement sheets are to be turned in on the first of each month.

Nature of Position

The Maintenance Technician is a member of Neville's maintenance division. The Maintenance Technician must show up every day, on time and receive his/her work assignments.

This Job Description is meant to serve as an outline and is not intended to list all duties and requirements for which the Maintenance Technician shall be responsible. The intent of this position is to perform the necessary tasks to fulfill the work orders the Maintenance Technician is assigned. If Neville Companies' workload is significantly changed; Neville may take any number of actions, including changing the nature or scope of the position. Vermont is an "At Will" employment State and nothing in this job description is meant to limit Neville's rights as an employer.

Non-Compete

As a condition of employment, the Maintenance Technician will need to sign a non-compete agreement. This agreement shall be provided to the prospective employee and employment shall not commence until an executed agreement is received from the Maintenance Technician by Neville.