



## Construction Services Technician

### Position Description

**Reports to:** Superintendent

**Division/Department:** Service

**Supervises:** Helpers

**Status:** Full Time, Non-Exempt

#### OVERVIEW

This position is responsible for leading projects and helpers in the absence of a Superintendent while communicating effectively with Property Managers to ensure projects are being run properly and efficiently. This position requires professional interaction with internal and external customers while using strong interpersonal skills.

#### RESPONSIBILITIES

- Performs scheduled work on site and in warehouse as assigned by the Project Manager or Superintendent
- Takes photos and complete all necessary paperwork
- Uses hand tools properly and efficiently for carpentry, demolition, drywall and painting
- Operates power tools and generator, as well as ladders and scaffolding
- Performs painting, trim, and drywall (hang and repair)
- Maintains equipment and inventory of supplies
- Maintains cleanliness and maintenance on assigned vehicle
- Obtains and stores documents signed by Property Managers
- Physical demands regularly required include, but are not limited to:
  - Stand, walk, stoop, kneel, crouch, or crawl
  - Frequently lift and/or move objects up to 50 pounds
  - Occasionally lift and/or move objects weighing more than 100 pounds
- Performs other functionally related duties as assigned

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

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Construction Services Technician      Date

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President      Date