

# Repair Technician

<b>NAME:</b>	<b>POSITION TITLE:</b> Repair Technician	<b>START DATE:</b> TBD
<b>DEPT. NAME:</b> Repair & Maintenance	<b>JOB STATUS:</b> Full-time/Hourly	<b>SUPERVISOR:</b> TBD

## DEPARTMENT DESCRIPTION

The Repair Technician at Holladay Grace is responsible for working as part of a team to complete repair and maintenance work across various trades. The Repair Technician must be prepared to learn any and all aspects of jobs assigned by their supervisor as necessary for job completion.

## ROLES AND RESPONSIBILITIES

### Specific Duties, Functions and Responsibilities of the Job

- Work with crew to complete all aspects of jobs assigned by the company, including tear-off, repairs, installation and other jobs as assigned
- Be on time for all shifts and ready to go at the assigned time with all personal tools and PPE (company tools and PPE may be provided)
- Snow removal services for clients during the winter months (tech will be on-call for this service)
- Prepare and maintain any and all records for assigned jobs such as report of daily activities, receipts, etc.
- Operate all power and hand equipment in a safe manner
- Work Safely
- Participate in training
- Deliver excellent quality and customer satisfaction

### Required Knowledge Skills & Abilities:

- Work Skills – Laborers must exhibit basic skills necessary to work in repair and maintenance
- Basic understanding of roof systems, if applicant has no experience, ability to learn necessary skills and execute them correctly
- Attention to detail
- Language skills – ability to read, analyze and interpret work related documents
- Safety and security – ability to observe safety and security procedures and use equipment and materials properly and effectively
- Productivity – ability to work quickly and accurately to meet productivity standards
- Cost Consciousness
- Relational Interaction– laborers must be able to work effectively with people.
- Highly organized
- Ability to lift 50 pounds
- Efficient, self-starter, creative problem solver, ability to perform tasks with limited input or direction

---

**Leadership, Management and Teamwork:**

- Leadership – able to exert informal leadership with individuals at all levels of a company as well as customers, vendors, manufacturers, suppliers and distributors
- Teamwork – ability to work with others to accomplish goals; balances team and individual responsibilities; gives and welcomes feedback

**Education and Experience**

- Essential – ability to work 8-10 hour shifts, weekdays and weekends (if necessary)
- Essential– Driver’s license with insurable record
- Preferred – field experience with various construction trades

**Physical Requirements**

- Maintenance technician must have the ability to lift and carry a load of 50 lbs.
- Maintenance technician will be expected to climb ladders and work on top of roofs safely and effectively

**Company benefits**

- Annual bonus eligibility
- Medical insurance
- IRA contribution matching
- Use of a company truck
- Paid time off / vacation pay