



REGENCY PROPERTIES

REGENCY PROPERTY SERVICES LLC

JOB TITLE:	Maintenance Technician
DEPARTMENT:	Property Management
SUPERVISOR:	Business Manager
JOB SUMMARY:	Performs custodial duties, maintenance and repairs at the properties and strengthens tenant relations in the best interest of Regency and the property owners.
EMPLOYEES SUPERVISED:	None
SPECIFICATIONS:	
Education:	High school education, certification in maintenance areas helpful.
Experience:	Maintenance and custodial experience required.
Skills:	Ability to repair and maintain property in a safe and attractive condition. Ability to use hand tools normally used in construction, maintenance and landscaping, as well as all chemicals associated with maintenance and landscaping job functions. Ability to use power tools including, but not limited to, power drill, string trimmer, hedge trimmer, chain saw, paint sprayer and power washer. Strong interpersonal and customer service skills, and a willingness to learn and work hard are required. Employee must be a self-starter, and demonstrate a positive, professional image at all times. Able to demonstrate language, math and reasoning skills consistent with those in similar level positions.
Requirements:	Valid driver's license and good driving record required.
Work Environment:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • The employee is regularly required to work outdoors, sometimes in extreme weather conditions; in both heat temperatures over 100 degrees Fahrenheit, and sub-freezing temperatures. Adequate protection must be worn to guard against these elements.

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Yicheng Fang

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