



Urban League of
Greater Miami, Inc.

Urban League of Greater Miami, Inc.

2121 NW 2nd Ave, Suite 203
Miami, FL 33127

(305) 696-4450

Maintenance Technician – Job Description

Position Summary

The Maintenance Technician is responsible for the upkeep, repair, and safe operation of the property, its units, building systems, and common areas. This role completes work orders and resident/tenant service requests, performs preventive maintenance, and prepares units for new occupants.

The ideal candidate is a reliable, hands-on problem-solver with general knowledge across plumbing, electrical, HVAC, carpentry, and appliance repair, who takes pride in keeping the property safe, functional, and well-maintained while providing courteous service to residents.

Key Responsibilities

Repairs & Service Requests

- Respond to and complete work orders and service requests promptly, professionally, and to a high standard.
- Perform general repairs including plumbing (leaks, clogs, faucets, toilets, drains), basic electrical (outlets, switches, light fixtures, breakers), and appliance repair.
- Perform basic HVAC maintenance such as filter changes, coil cleaning, and routine troubleshooting; escalate work requiring certification or licensing.
- Complete carpentry, drywall, painting, tile, door, window, and lock repairs as needed.
- Communicate courteously with residents/tenants and respect occupied spaces, leaving work areas clean.

Unit Turnovers & Preventive Maintenance

- Prepare vacant units for new occupants (make-readies), including repairs, painting, cleaning coordination, and appliance checks.
- Perform scheduled preventive maintenance on building systems, equipment, and common areas.
- Inspect the property regularly to identify and address maintenance needs before they become larger problems.

Grounds, Common Areas & Emergency Response

- Maintain the cleanliness, safety, and appearance of common areas, grounds, and exterior spaces as assigned.
- Participate in an on-call rotation and respond to after-hours maintenance emergencies as required.
- Report major repairs, hazards, or code concerns to the supervisor promptly.

Tools, Inventory & Documentation

- Safely operate and maintain hand tools, power tools, and equipment.
- Track parts and supply inventory and communicate reorder needs to the supervisor.
- Accurately document work performed, materials used, and time on each work order.

Safety & Compliance

- Follow all safety procedures, including proper use of personal protective equipment (PPE) and lockout/tagout.
- Comply with OSHA standards and organizational safety, quality, and fair-housing expectations.
- Maintain confidentiality regarding residents, tenants, and property information.



Urban League of
Greater Miami, Inc.

Urban League of Greater Miami, Inc.

2121 NW 2nd Ave, Suite 203
Miami, FL 33127

(305) 696-4450

Qualifications

Required

- High school diploma or equivalent (GED) preferred.
- One or more years of general maintenance experience, ideally in residential or commercial property management.
- Working knowledge of plumbing, basic electrical, HVAC, carpentry, and appliance repair.
- Ability to safely use hand and power tools and diagnose common maintenance issues.
- Strong reliability, time management, and the ability to work independently with minimal supervision.
- Good customer-service skills and professional communication with residents, tenants, and staff.
- Availability for on-call rotation, emergencies, and occasional weekend coverage.
- Reliable transportation.

Preferred

- HVAC (EPA 608), CPO (Certified Pool Operator), or other trade certifications.
- Experience with unit turnovers/make-readies in a multi-unit property.
- Familiarity with work-order/maintenance software.
- Valid Florida driver's license.
- Bilingual (English/Spanish) a plus.

Physical Requirements & Work Environment

- Ability to lift and carry up to 50 pounds and occasionally move heavier items with assistance.
- Frequent standing, walking, bending, kneeling, reaching, and climbing ladders and stairs.
- Ability to work indoors and outdoors in varying conditions, including heat and humidity.
- Ability to work in tight or confined spaces and use required PPE.

Compensation & Schedule

Pay Range: \$16.00 – \$18.00 per hour, based on experience and certifications.

This is a full-time, non-exempt hourly position eligible for overtime in accordance with applicable law.

Reports To: Property Manager / Maintenance Supervisor

Employment Type: Full-Time, Hourly (Non-Exempt)

Pay Range: \$16.00 – \$18.00 per hour (based on experience)

Schedule: Monday–Friday, with rotating on-call and occasional weekend coverage

Location: Assigned property/properties