



DESERT HIGHLANDS  
Job Description

**Job Title:** Facilities Technician II  
**Reports To:** Facilities Manager/Field Supervisor  
**Revised:** August 2016

**Department:** Facilities Maintenance  
**FLSA Status:** Non-Exempt

**Primary Purpose:**

Responsible for maintaining buildings and property in quality condition. Repairs and conducts maintenance of buildings, furniture, fixtures and equipment.

**Essential Functions:**

1. Assist Facilities Manager in daily operations of repair and maintenance; promptly handles all maintenance problems within the department areas of responsibility.
2. Ensure that premises and equipment are well maintained, clean and safe.
3. Be available on call 24/7 to respond to emergency situations pertaining to the physical plant, i.e. System failure, water leaks, etc.
4. Administer approved procedures as pertains to assignment of tasks, use of equipment, safety, preventive maintenance and repairs.
5. Ensure the efficient and prompt handling of all department work orders and requests.
6. Responsible for maintaining a clean and safe working environment, with continual emphasis on promoting employee health and safety. Assists in training colleagues in proper safety techniques.
7. Other duties as assigned.

*Required Qualifications:*

- High School Diploma or General Education Degree (GED). Continuing education or vocational training preferred.
- 2 years related experience.
- Working knowledge of electrical, plumbing and other repair work.
- Age 18 with a valid Arizona Driver's License.
- Reliable and predictable attendance.
- Position will be required to work a varied on-call schedule that may include evenings, nights, and week-ends.
- Present a positive, professional image.
- Must be self-motivated and customer service oriented.
- Strong interpersonal as well as written and oral communication skills.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.

**Physical Demands & Work Environment:**

- Position is in a private residential community in North Scottsdale, AZ
- Must be able to frequently sit, stand, bend, use hands to finger, climb or balance, handle, or feel; and talk or hear, stoop, kneel, crouch, crawl, and walk.
- Ability to lift up to 50 lbs., and to lift overhead and push/pull, move lighter objects.
- The employee is regularly exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat.
- The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration.
- The noise level in the work environment is usually loud.
- The employee is occasionally exposed to Arizona desert wildlife such as snakes, scorpions, spiders, bobcats, javelinas, etc.

This job description serves as a general overview of the job duties that this position requires. I acknowledge all of the duties that my job entails and that I may be assigned others at the discretion of the Desert Highlands Management. I do understand that although these are my direct responsibilities, I am a team player and will help others.

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Employee Printed Name

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Employee Signature

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Date