

## **WESTMINSTER VILLAGE**

### **JOB DESCRIPTION**

**TITLE:** Refurb Technician

**EXEMPT STATUS:** Non-exempt

**REPORTS TO:** Plant Operations Director

#### **GENERAL SUMMARY:**

The Refurb Technician is responsible for executing repair and remodeling projects for residential apartments and Villa's in various trades, including basic carpentry, drywall, electrical, general repair, maintenance, paint, plumbing, ceiling, and tile. Performs project evaluations when required. Responsible for pricing, scope of work, material selection, and labor requirements to complete the project. Responsible for job management and client satisfaction throughout all phases of each project.

#### **PRINCIPLE DUTIES:**

##### **Essential Job Duties:**

1. Reading blueprints, general framing (including wooden/metal structure walls, floors, and doorframes), finish work (detailed in cuts/installation to trim/sheet goods caulking, painting), building and repairing stair systems, concrete formwork & molds, install windows, doors, siding, cabinets and countertops, custom woodwork (mill working), inspect and replace damaged framework or other structure/fixtures.
2. Recognize and select appropriate lumber types and grades.
3. Performs painting and refurbishing projects as directed by supervisor.
4. Install trim, crown molding, and other decorative elements.
5. May perform painting and drywall as needed.
6. Performs special projects and completes all other duties as assigned or requested for the general support of the organization.

### **Other Duties:**

1. Do routine maintenance on all vehicles when assigned.
2. Maintains all tools, equipment, and supplies in proper condition.
3. Attends in-service training and education sessions as assigned.
4. Performs specific work duties and responsibilities as assigned by supervisor.

### **QUALIFICATIONS:**

1. High school education. Technical Schooling and/or background preferred. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic.
2. Detail-oriented with the ability to efficiently analyze and organize significant information regarding plan layouts, material deliveries, and job site productivity.
3. Two years of experience working as a carpenter in a commercial, industrial, or facilities operations setting, including rough and finished carpentry.
4. Preferred knowledge/qualifications to work on heating and air conditioning systems, domestic water systems, refrigeration systems, pumps, motors, fans, electrical systems, and emergency generators.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Moderate to heavy physical effort; may be exposed to the elements (heat, cold, rain, snow); work in areas with high voltage electricity, hazardous equipment, and moving parts; work on rooftop and other high places; ability to set up and climb ladders safely with tools and equipment necessary for assigned work; must be able to lift 80 pounds must be able to work, stand and stoop for an extended period of time and exposure to a variety of chemicals and dust daily; may be exposed to the HBV and HIV viruses.

### **WELLNESS FOCUS:**

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

**DISCLAIMER:**

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature

Supervisor Signature

Date