



Home Tech Specialist Qualifications

- 01 Computer skills (including mobile devices) are a must as well as software, home entertainment technology, WI-FI and smart locks knowledge
- 02 Available to have a flexible schedule, work holidays and be on-call during shifts.
- 03 Maintain professionalism and respect at all times in all communication and interactions with employees, guests, homeowners and cleaners
- 04 Ability to work well under pressure and quick to problem solve
- 05 Strong time management skills and adjust to change priorities throughout the day
- 06 Be responsive, reliable, and self-sufficient
- 07 Follow company policies and procedures
- 08 Physically capable to walk, stand, sit, lift reach (high & low) while on duty
- 09 Push, pull and lift up to 25 pounds regularly and occasionally lift up to 50 pounds
- 10 Be able to bend, stoop, squat, kneel and twist
- 11 Must be able to drive with valid driver's license and have reliable transportation
- 12 Must be 21+ years of age and licensed driver for over 3 years to drive a company vehicle

Home Tech Specialist Job Responsibilities

- 01 Ability to respond and perform light home maintenance (light bulbs, fix door hinges, smart lock issues, unclog a toilet, TV, internet issues, etc.)
- 02 Foster and develop a good working relationship with team members including front-desk, inspectors, cleaners and vendors.
- 03 Manage maintenance work orders while communicating with vendors, and/or contractors to make sure work is completed in a timely manner
- 04 Assist with housekeeping, inspection and vendor maintenance duties when needed
- 05 Conduct regular inspections in units to and identify/fix any potential maintenance issues.
- 06 Be on-call a few nights a week in case of emergencies (lock out, heat, water, fire issues)
- 07 Assist with snow shoveling, garage sweeping, lawn care and other items when needed