



**Orren Pickell Building Group  
Job Description  
MAINTENANCE TECHNICIAN FOREMAN**

**Job Title:** Maintenance Technician Foreman  
**Division:** Orren Pickell Building Group, Inc.  
**Reports To:** VP of Construction  
**FLSA Status:** Exempt  
**Prepared Date:** June 3, 2024

**SUMMARY OF POSITION**

The position of Maintenance Technician Foreman is an operational role that is a part of the Orren Pickell construction team and reports to the VP of Construction. The Maintenance Technician Foreman will lead, manage and train other technicians for the Maintenance Division of Orren Pickell Building Group. In addition to general home maintenance, carpentry, plumbing, painting, cabinet & door installations and adjustments. This individual will also help with the construction division in completing punch list and warranty work that's required on new construction and remodel projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead, manage and train other maintenance technicians.
- Prioritize tasks according to urgency and schedule technicians.
- Identify faulty workmanship or safety concerns in the residential setting and initiate corrective action.
- Supervise and complete small remodel projects.
- Develop and maintain client relationships and take an instrumental role in client satisfaction.
- Maintain clean and orderly work areas.
- Read and interpret plans, sketches, and shop drawings.
- Perform related duties as assigned or needed.

**QUALIFICATIONS**

A Maintenance Technician Foreman must be able to work independently and have the drive to serve customers well and in a timely fashion. They should have extensive working knowledge of custom residential products, selections and construction methodologies. They must exhibit leadership skills as well as the ability to work well within a team of other professionals. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to read blueprints.
- Able to properly diagnose, solve and implement solutions for construction related issues
- Able to listen to and understand concerns and ideas of clients, employees and other professionals.
- Exhibits analytical thinking with excellent problem-solving ability and strategic thinking.

- Detailed oriented.
- Dedicated to see projects to their conclusion.
- Ability to read and interpret documents such as procedure manuals, correspondence, etc.
- Ability to write routine reports and correspondence.
- Ability to present information effectively to customers; visualize concepts and explain them to others.
- Excellent written and oral communication skills.

### **EDUCATION and/or EXPERIENCE**

Requires a high school diploma/GED and completion of a craft apprenticeship, or an equivalent number of years of education and maintenance experience.

Requires 10+ years of custom residential construction experience and knowledge

### **LANGUAGE SKILLS**

Must Speak English. Spanish and/or Polish helpful.

### **MATHEMATICAL SKILLS**

High levels of ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during project, and permit prompt resolution of problems and conflicts as they occur.

Able to organize assigned tasks for completion alone or assign/delegate to the managed Maintenance and Trim divisions.

Willingness to keep informed of new materials and methods in this trade.

Able to complete paperwork or data entry required for personal time sheets or billing in a timely manner.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **PHYSICAL DAMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job requires ability to perform tasks on all areas and aspects of construction project. Requires ability to climb ladders for heights of up to 30 feet, and crawl for distances of 50 feet. Job requires ability to work with tools, lumber and materials. Ability to lift and manipulate objects of up to 50 lbs for 50 feet is required.

### **WORK ENVIRONMENT**

Office and field environment. Most of time is spent working at job sites. These projects are usually climate controlled, the house should have heat and A/C. Normal hazards associated with construction environment. When attending site meetings, protective clothing and shoes are required.

Some driving is required. Valid driver's license is required.

### **COMPENSATION**

Commensurate with experience

### **ORREN PICKELL BUILDING GROUP CORE VALUES**

**INTEGRITY** To always work with the greatest integrity. Integrity is not just what you say, but what you do. It goes far beyond simple honesty, though that is at its heart. It encompasses the integrity of our staff, the integrity of each design, and in the end, the integrity of the project itself.

**PRIDE** To never lose the intense personal pride and passion we feel in our work.

**TEAM** To build our team around outstanding people...people with great heart, people who love what they do, people with a burning desire to be the best at what they do.

**CURIOSITY** To realize you don't know what you don't know, and to strive for personal growth and the development of the Team. To focus on exceeding client expectations.

**QUALITY** To never bend or cut corners on quality. In the end, imagination, creative energy, commitment, and unsurpassed quality are what we are all about.

**VALUE** To design, build, remodel, and maintain our clients' homes as a lasting family legacy and to always ensure that every home is a superb value and investment.

