

JOB DESCRIPTION

Position Title	Department	Reports to
Maintenance Technician	Maintenance	Maintenance Supervisor or Lead Maintenance and Property Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	July 1, 2015

POSITION SUMMARY

To work closely with Property Manager, Maintenance Supervisor or Lead Maintenance in preparing units for rental in completing service requests for existing units.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Complete make ready work and general service work orders.
- Handle residents with a pleasant and professional demeanor.
- Daily trash pick up.
- Walk property daily for exterior maintenance issues and report to Property Manager.
- Perform weekly light checks.
- Perform snow removal and/or pool maintenance as applicable.
- Complete project list work on property.
- Order maintenance supplies.
- Comply with company safety program.
- Oversee contractor's work on property with direction from the Maintenance Supervisor, Lead Maintenance or Maintenance Director.
- Monitor the maintenance staff with direction from the Maintenance Supervisor, Lead Maintenance or Maintenance Director.
- Obtain bids on special projects if pre-approved by the Maintenance Supervisor, Lead Maintenance or Maintenance Director.
- Complete and submit daily paperwork.
- Responsible for on call duties as scheduled which could include coverage at other properties if needed.
- Rovers must have their own properly insured vehicle to travel to other sites and assist as needed.
- Comply with all federal and state fair housing regulations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Must have high school diploma and proven work history in property management or related maintenance field. General working knowledge of plumbing and electrical along with basic carpentry skills . Must have own hand tools.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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

Must be able to walk properly for up to 8 hours per day. Must have the ability to climb ladders. Tasks will include the following: sitting, standing, lifting (heavy), twisting and stooping.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.