

JOB DESCRIPTION

Position Title	Department	Reports to
Maintenance Supervisor/Lead Maintenance	Maintenance	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 Manager on all duties related to property upkeep and perform maintenance work as needed. Supervisory duties as follows:

- Maintenance Supervisor: Up to 50% of workday depending on staff size
- Lead Maintenance: Up to 25-30% of workday depending on staff size

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Communicate with manager on a daily basis to discuss priorities and schedule work.
- Monitor, schedule and inspect work performed by maintenance staff.
- Provide additional training for maintenance as needed.
- Maintain clean, organized shop and maintain inventory.
- Do daily trash pickup as needed.
- Obtain bids on special projects.
- Work with Property Manager to order maintenance supplies to stay within budget guidelines.
- Ensure company equipment and tools are well maintained.
- Comply with company safety program.
- Oversee contractor's work on property and help with capital projects.
- Walk the property daily for exterior maintenance issues that may need immediate attention.
- Responsible for on call duties as scheduled which could include coverage at other properties if needed.
- Report as directed and perform snow removal duties where applicable.
- Comply with all federal and state fair housing regulations.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Must have high school diploma and at least 2-5 years' work history in property management or related maintenance field. HVAC certification preferred but can be obtained during course of employment. Must have or be willing to obtain pool certification where applicable. Must have own supply of 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 property 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.