

## MAINTENANCE PERSON JOB DESCRIPTION

**Job Controls** - Performs maintenance operations on buildings and grounds in accordance with policies, programs, and in the priority sequence prescribed by the manager.

Job performance is reviewed for adequacy by the manager. On smaller properties of 30 units or less, these duties are performed by the manager.

**Major Duties** - A maintenance person's responsibilities are to:

1. Keep buildings in good repair and ground areas and public areas in an attractive state of appearance.
2. Perform preventative maintenance and make minor repairs on buildings, electrical, plumbing, heating, ventilating, air conditioning, lawn watering systems, and mechanical equipment.
3. Report to the resident manager the major repairs required on buildings and systems.
4. Mow, trim, and fertilize grass; prune trees and shrubbery; spray with insecticides as required; keep lawns free of litter; sweep sidewalks, parking areas, trash collection areas; and, keep trash containers in a clean and sanitary condition.
5. Maintain public areas of the housing property, such as laundry areas, halls, stairs, entrance ways, etc., in a high standard of cleanliness and appearance by sweeping, mopping, scrubbing, polishing, painting, etc. Restore vacated apartments by painting, cleaning, etc., to a rentable condition as required.
6. Make timely minor repairs or alterations on property and equipment to assure a high functional standard. Report to the manager any repair to buildings, systems, equipment or appliances, which cannot be performed by him or the maintenance staff.
7. Determine cost of repairs on property damaged through resident negligence, misuse or carelessness; make report to manager to levy a cost or repair or replacement charge against the responsible resident.
8. Instruct residents, when necessary, on the procedures and practices to follow concerning operation of installed appliances, safety practices, fire prevention, and performing minor and preventative maintenance.
9. Correct all maintenance deficiencies indicated in reports of inspection. Supervise and train other maintenance employees, when directed.
10. Perform all repairs in a good and thorough manner and notify the resident manager, if for any reason the repairs cannot be completed in that manner.
11. Report to the manager any acts of violence, vandalism, illegality, or violations of the Rental Agreement that occur on the premises.
12. Help in the proper securing, protection, and disposition of all property assets including but not limited to property money, supplies, and equipment.
13. Performing emergency response duties and on-call duties outside of the normally scheduled workweek, as may be required from time to time by the property supervisor.