

ASSISTANT MAINTENANCE JOB DESCRIPTION

- Pick up grounds
- Front door trash pick up if applicable
- Water plants
- Pool maintenance – clean, check and adjust pool chemicals
- Clean hot tub
- Check window screens
- Paint apartments
- Complete work orders promptly
- Complete make-readies—change blinds, caulk tubs, repair or change faucets, change light fixtures, install or repair ceiling fans, change toilet seats, change burned-out or missing bulbs, change or repair sinks, change toilets, paint if needed, etc., check all window locks
- Assist maintenance, manager and assistant manager
- Sheet rock work – patch small holes, hang sheet rock
- A/C repair, if qualified
- Pick up trash
- Report to the manager any problems that should be noted or inspected by management
- Move washer/dryers
- Install appliances
- Duties include but are not limited to the items listed above. As the need arises, you may be asked to perform other duties that may be necessary to maintain the property in a clean, safe and healthy condition.

Reports to: Manager (Assistant manager when manager is not present)

Supervises: None