

## MAINTENANCE JOB DESCRIPTION

- Carpentry – install doors, door jambs, repair kitchen drawers, install cabinetry
- Masonry – troubleshoot, call Home Office
- Electrical – repair/install plugs, diagnose any electrical problem with appliances and repair, change breakers, install/repair light fixtures/ceiling fans
- Plumbing – change toilets, tub valves, stems, repair/diagnose leaks, unstop commodes, unstop drain lines, unstop buildings (if possible), replace/repair hot water heaters, repair or replace water lines to sinks, showers, tubs, and commodes, replace tubs, sinks and faucets
- Troubleshooting – any electrical/plumbing/siding problems behind on-site capability
- Maintain proper safety procedures as stated in the Health & Safety Manual
- Report to office any repairs, housekeeping or safety hazards
- Test and replace any damaged or inoperable equipment or appliances
- Complete work orders promptly and notify the office if any work cannot be completed
- Make readies for move-ins and move-outs
- Paint occupied and vacant apartments if necessary
- Sheet rock repair
- Repair or replace doorknobs, doors and locks
- Repair or replace screens on windows or doors, repair window glass and install windowpanes
- Install stoves, refrigerators, attic fan motors, and breakers
- Pick up trash
- Prune shrubs if necessary
- Pick up parts and materials if applicable
- Accompany pest control
- Install tile
- Clean pools and adjust chemicals
- All general maintenance for the leasing and upkeep of property
- Maintain tennis court
- Remove and install washers and dryers
- Prepare apartments for housing annual inspection
- Keep maintenance shop clean and organized
- Landscaping if applicable
- Replace light bulbs, light fixtures
- Preventive maintenance (i.e. filters, A/C cleaning, replacing bulbs, vehicle maintenance)
- Caulking
- Sweep/mop office and laundry facility if necessary
- Repair/replace weather stripping on doors
- Deliver notices to residents when asked
- Pressure wash sidewalks, buildings, pool decks, etc.
- Re-stripe parking spaces and paint curbs for no park zones
- Repair or replace smoke alarms
- Water trees and shrubs as needed

- Inspect units monthly for fire extinguishers, smoke alarms, filter change, active utilities and any work needed
- Complete vacancy make-ready sheets
- Stain doors and cabinets
- Repair ovens and refrigerators
- Put in speed bumps
- Put in traffic signs
- Keep drainage grills on grounds clear of leaves
- A/C and heat repair and replacement
- 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