

Churchill Administrative Services, LLC

JOB DESCRIPTION

Position: Asst. Maintenance Tech
Division: Property
FSLA: Non-Exempt
Reports To: Lead Maintenance
Date: February 15, 2016

Summary

The Asst. Maintenance Tech assists and works under the direct supervision of the Lead Maintenance Tech in performing necessary repairs and preventive maintenance on apartments (occupied and vacant) through the entire property.

Essential Duties and Responsibilities

1. Provides outrageous customer service each day to residents, coworkers and vendors. Set the bar high and make someone smile each day.
2. Committed to serving residents and assisting in the day to day function of the community.
3. Assists in maintaining building exteriors, common areas using company supplied materials and machinery.
4. Paints vacant apartments, office, clubhouse, laundry rooms, common areas and occupied apartments when necessary.
5. Cleans any and all common areas as well as vacant apartments as needed.
6. Maintains written status board and use make-ready list.
7. Responsible for physical condition and presentation readiness of all apartments prior to occupancy and ensures the company standard completion of make ready apartments by checking, testing, repairing or replacing:
 - weather stripping and ensuring windows and doors are operational.
 - the condition of appliances, carpet, disposals, floor tiles.
 - smoke alarms to ensure they are working properly.
 - and caulking countertops, sinks, bathtubs, etc. as needed.
 - interior walls and doors.
 - plumbing for minor repairs and maintenance.
 - HVAC systems, which include, filters, Freon, coils, etc.
 - and installing new locks or changing out
8. As assigned performs resident work orders.
9. Thoroughly “trash out” vacated apartments within three days of move out and prepares for make-ready.
10. Follows manufacture instructions for all chemicals and equipment. Displays safety techniques and precautions according to company policy.
11. Continuously inspects the property for safety hazards that pose a liability
12. Maintains adequate stock of materials, notifying Lead Maintenance for orders.
13. Performs supplemental landscape maintenance and irrigation system repair.
14. Daily maintains the pool which includes chemical testing and record keeping.
15. Provides support and rotates on 24 hour emergency calls.
16. May travel to suppliers to pick up parcels and supplies.
17. Performs exterminations as needed and authorized by local, state and federal regulations.
18. May assist in minor roof repairs and exterior lighting repairs or replacements.
19. Report all liability and property incidents to the Executive Director immediately.
20. Participates fully in staff meetings and designated Company training programs.
21. Performs other duties as assigned.

Supervisor Responsibilities

1. None

Knowledge & Skill Requirements:

1. High school diploma or equivalent.
2. Minimum one year experience prior apartment maintenance experience required.

3. Must have a valid TX driver's license and maintain proof of current car insurance.
4. Skilled with small hand tools.
5. EPA Certified and current pool operator's certificate is preferred.
6. Excellent communication skills, written and verbal, when dealing with others (staff, vendors, ownership, federal, state and local agencies, lenders etc.)
7. Must be customer service oriented and genuinely support and promote good relations with service staff and residents.
8. Must portray a clean, neat, well-groomed professional appearance. Company approved attire may be required and a name tag (name can be embroidered on shirt) must be worn in plain sight when at work.
9. Must be honest, trustworthy, enthusiastic and team/project oriented.
10. A flexible workweek is mandatory. Evening and weekend work is typical and usual.

Physical Requirements:

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Weight Lifting & Exerting

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Work Environment

1. Senior or Family Living Community
2. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for Bloodborne Pathogens should be executed where such incidents occur.
3. May require some travel in running errands for property during work hours.
4. Must be available for on call emergencies, nights and weekends.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of the all of the activities, duties or responsibilities of the employee.

I have read and understand the job description for Asst. Maintenance Tech. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

Employee Signature

Date