

MAINTENANCE_JOB DESCRIPTION

Basic Skills Needed: General maintenance experience, minor mechanical repair knowledge, skill at operating tools and equipment (i.e., power tools, golf cart, lawn mower, etc.), good people skills, and capable of working independently without constant supervision. Must be capable of working independently without constant supervision. Must be physically able to show units, possess a clean driving record, be bondable, and able to perform the following duties.

ADDITIONAL RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Maintain cleanliness of vacant units
 - a. Sweep floor
 - b. Sweep back of door
 - c. Sweep cobwebs from walls and corners and outside of door
 - d. Spray with insecticide
 - e. Place mouse pack in unit
 - f. Grease/oil springs and door tracks
2. Replace rubber gaskets on bottom of doors
3. Replace latches that are rusted or damaged
4. Repair tears in ceiling insulation.
5. Replace pull ropes and light bulbs as needed
6. Maintain cleanliness of facility
 - a. Picking up trash and cigarette butts on the property
 - b. Sweeping up dirt piles
 - c. Removing cobwebs from buildings and outside of unit doors
 - d. Empty trash cans
 - e. Pull weeds growing along buildings and in flower beds
 - f. Cleaning out clogged gutters.
7. Maintain cleanliness of outside restrooms
 - a. Clean fixtures with disinfectant
 - b. Sweep and mop floors
 - c. Empty trash cans
 - d. Stock supplies (soap, toilet tissue, paper towels)
8. Be visible, let tenants know we are keeping an eye on things. Look for loose doors and any general repairs that are needed.
9. Minor mowing and/or weed eating.
10. Spraying weed killer when necessary
11. Spraying chlorine to remove mold when necessary.
12. Installation of protective bollards and bollard covers.
13. Maintain cleanliness and operability of golf cart
 - a. Changing oil
 - b. Changing fuel filter
 - c. Tires
 - d. Batteries
14. Maintain all equipment in good working condition.
15. Organize and maintain a clean company unit.
16. Repair minor leaks in roof.
17. Repair minor leaks in plumbing.
18. Notify manager of any unusual occurrences on facility or if you notice evidence of tampering with a unit.
19. Assist manager in regular cleaning of outside office windows, doors, etc.
20. Keep up the maintenance of rental truck
 - a. Change oil
 - b. Check tires
 - c. Check all fluids and lights

Employee Signature: _____ Date: _____