

## Maintenance Director: Full Time

### Job Description

- To create environments where moments of joy, independence, and wellness are the focus each and every day.
- Walk through community (including parking area) at beginning and end of shift to monitor general condition and tidiness of environment.
- Develop community-specific fire safety, disaster and evacuation procedures.
- Develop and train staff to conduct fire drill per local regulations and community policy.
- Repair drywall and touch-up paint as needed.
- Keep Maintenance Log with list of requested and completed repairs.
- Develop preventative maintenance schedule and follow schedule.
- Maintain contracted services for community elevators, HVAC, hot water, landscape and other community operations as needed.
- Repair bathroom fixtures and plumbing as needed.
- Clean light fixtures on exterior and interior of the building
- Change light bulbs on exterior and interior common areas of the building.
- Clean and wax kitchen floor quarterly.
- Clean and wax bathroom floors in the common areas and the laundry rooms.
- Remove lint from dryer filters and clean behind dryers.
- Other tasks or responsibilities as assigned by the Administrator.