

Newbury Living Job Description

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| Employee Name | |
| Position Title | Lead Maintenance Technician |
| Position Function | Responsible for day-to-day maintenance, upkeep and security of the property. |
| Full-Time or Part-Time 1, 2, or 3 Status | Full Time |
| Exempt Status | |
| If Exempt, Qualification Reasons | |
| Expected Hours/Week | 40 |
| Rate of Hourly Pay | |
| Reports To | District Maintenance Supervisor, District Manager |

Principal Working Relationships:

- Property Staff
- District Office Staff
- Outside Vendors

Essential Knowledge, Skills and Abilities

- General handyman knowledge: drywall, plumbing, electrical, HVAC, painting, cleaning.
- Safe and effective use of power tools and construction equipment

Qualifications

- Willing and able to work flexible hours, which may include evening, night or weekend appointments in order to perform duties as required and be available as needed.
- Must be able to walk around the property, use stairs and lift up to 50 lbs.
- Must have and keep a valid class C Operator's License (standard non-commercial driver's license) with no additional endorsements for the duration of employment.
- Any vehicle that will be driven during employment, must be insured at all times at the minimum auto liability limit of \$100,000/\$300,000/\$50,000.

Duties and Responsibilities

Maintenance

- Turnover and make ready vacant apartments as directed by the Property Manager.
- Perform single-occurrence and preventative maintenance work under the direction of the property manager and district maintenance supervisor.
- Respond to emergencies and prevent damage to buildings and equipment. Notify district personnel of emergencies immediately.
- Conduct apartment inspections as directed by district personnel, and assist any agency or vendor requiring entry to apartment(s).
- Consult with outside vendors when needed, to coordinate preventative maintenance and/or larger repairs, and supervise subcontractors.
- Change light bulbs in common areas as needed.
- Adjust, repair and replace doors and hardware as needed, perform minor drywall, electrical, HVAC and plumbing repairs as needed.
- Routine and preventative maintenance of HVAC equipment.
- Attend meetings and training as requested.
- Understand and adhere to fair housing laws.
- Travel to other properties to assist with maintenance when needed/requested
- Accompany pest control vendors for treatments and inspections
- Assist District Manager and District Maintenance Supervisor with other duties as appropriate

Grounds Care- Oversee or perform the following:

- Maintain curb appeal of the property
- Maintain landscaping, including but not limited to trimming, weeding and watering.

Resident Relations:

- All service requests are to be documented via Facilities Plus
- Complete service requests in a timely manner. Typical, non-emergency service requests should be performed within 72 hours of receipt by the management or maintenance staff.
- Assist in enforcing rules and regulations, and advise district personnel of violations.
- Assist in maintaining security of project: respond to emergencies and alarm systems in a timely fashion in order to prevent damage to buildings (or equipment) and to maintain the safety and well-being of residents.
- Provide admittance to lockouts
- All resident contact must be handled in a courteous and professional manner. Abusive or foul language of any kind will not be permitted.

Move-Outs

- Schedule and perform move-out inspection with existing resident(s) and/or property manager.
- Upon move-out, secure vacant apartment:
 - Accept keys
 - Turn down heat to 55 F (winter), open cabinets under sinks to allow air flow, turn A/C to 75 (Summer)

- Close and lock all windows.
- Check for water leaks and turn off all faucets firmly
- Change locks and lock Apartment

Reporting Requirements

- Maintain daily Maintenance Activity Log and Make Ready Status Report. Email or fax reports to district personnel daily or as requested.
- Submit project expense reports and other reports on a timely basis to district personnel for processing.
- Complete incident/accident reports immediately (when involved in an incident/accident) and submit to Property Manager and District Maintenance Supervisor.

Purchasing and Contracts: Purchasing of Materials, supplies and labor must be approved in advance by the district maintenance supervisor over the amount of \$200.00. Commitments to expenditures or contracts and the signing of contracts is limited to district personnel only. Proper purchase order procedures must be followed at all times.

Cleaning-These tasks are to be performed or supervised on a regular basis in order to maintain the appearance of the project, to prevent an accumulation of dirt and subsequent deterioration of the property.

- Parking lots, grounds and curbs.
- Playground, Splash Pad, Basketball Court and Community Garden
- Maintenance Areas
- Empty Trash Cans as needed

No Snow Removal this is done by and Outside Vendor

- Snow removal should begin within 1 hour after snow stops falling or immediately the next morning.
- If responding to snow removal in the morning, Maintenance Technician is to start by 7:00 a.m. and stay until the job is completed, if snow happens on a non-workday.
- Maintain Snow Removal Log and submit to the District Office after each snow removal.

Snow Removal Vendor

- Supervise snow removal vendors to ensure quality and timeliness of work.
- After the snow removal vendor has completed their work, perform follow-up snow removal of all sidewalks and entryways, including salt and sand application if necessary.
- If warranted and approved by the district maintenance supervisor, re-call snow removal vendors for additional removal upon melting or re-freezing.
- With approval from the district maintenance supervisor, contact the snow removal vendor for sanding of parking lots in icy conditions.
- Maintain Snow Removal Log and submit to District Office after each snow occurrence
- If needed, courteously request and organize tenants to move vehicles for snow removal..