

Title: Assistant Maintenance Manager

FSLA: Non-exempt

Purpose: To efficiently perform all necessary maintenance for the apartment community, and to assist Maintenance Manager with organizing, directing and managing the overall maintenance programs of the apartment community.

Reports to: Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

Qualifications:

- Must have average written and oral communication skills to be able to understand and follow directions.
- High school diploma or equivalent.
- Prefer some technical courses.
- Minimum of three years experience in make-ready and apartment maintenance.
- Valid driver's license and reliable transportation.

Special Licenses or Certificates Required: A/C Certification I and II

Essential Functions:

- Makes general appliance repairs, carpet repairs, A/C repairs and electrical repairs.
- Performs carpentry work, welding, painting and plumbing duties as required.
- Installs appliances and electrical fixtures as required.
- Installs, repairs and re-keys deadbolt locks.
- Handles designated service requests within 24 hours.
- Assists Maintenance Manager with proper levels of inventory.
- Assists Maintenance Manager in implementing and supervising training program for the use of safety equipment in keeping with MSDS.
- Moves appliances, with assistance, using appliance dolly.
- Assists maintenance in maintaining a clean and orderly shop.
- Adheres to company key procedures.
- Participates in an ongoing property improvement plan and preventative maintenance program.
- Reports any maintenance problems.
- Assists with resident functions as required.
- Must be prompt, on time to work, and have good, regular attendance.
- Adheres to and complies with company safety policies and rules and wears personal protective equipment (PPE) as directed. Adheres to OSHA safety standards that are applicable for the safe performance of job.

Essential Functions (continued):

- Maintains courteous and helpful demeanor with residents, prospective residents, co-workers, vendors, etc.
- Works on-call, overtime, weekend, holiday and evening work as required.
- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Wears company uniform with Concierge ID badge during work hours.
- May be transferred or assigned to work at another CAM property.
- Acts as a team member with all employees of the management staff.
- Complies with all policies as outlined in the CAM Operations Manual.
- Performs other duties as assigned by Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

Physical Requirements:

- Frequently lifts and carries up to 45 pounds (i.e. 5 gallon paint can).
- Occasionally lifts and carries up to 80 pounds (i.e. bag of concrete).
- Pushes and/or pulls (appliances) using appliance dolly up to 200 pounds.
- Moves objects from one floor to another.
- Frequently bends/stoops, climbs stairs, kneels, balances, reaches above shoulder height, walks and twists.
- Has normal range of vision, hearing and speech.

Equipment and Materials Used:

- General hand tools
- Appliance dolly
- A/C gauges and cleaning chemicals
- Welding torch
- Electric power tools
- Ladders including extension ladder
- Recovery unit
- Gas and/or electric powered chain saw

Environmental Demands:

Indoors: 50%

Outdoors: 50%



ASSISTANT MAINTENANCE MANAGER

JOB REQUIREMENTS

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, not permanent and it may be modified at any time.

At the request of their Supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

Employee Signature

Date

Employee Name (print)