

Title: Maintenance Manager

FSLA: Non-exempt

Purpose: To organize, direct and manage the overall maintenance programs of the property.

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

Supervises: Porter, Housekeeper, Make Ready and Assistant Maintenance as directed by the Property Manager.

Qualifications:

- Must have above average written and oral communication skills.
- Must be able to direct, motivate, train and develop subordinates.
- General knowledge of building codes and laws applicable to the community (i.e. Freon recovery, electrical, plumbing, swimming pools).
- Minimum of five years on-site apartment experience.
- Must be able to complete assigned tasks with little or no supervision.
- High school diploma or equivalent.
- Valid driver's license and reliable transportation.

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

Essential Functions:

- Maintains proper levels of inventory and orders maintenance supplies as needed with Property Manager's approval.
- 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.
- Implements and supervises training program for the use of safety equipment in keeping with MSDS.
- Conducts and assists Property Manager with monthly safety meeting and completion of hazardous equipment safety checklist.
- Assists Property Manager with property budget and expenditures in all areas of maintenance.
- Works hands-on as required or directed by Manager to ensure make-ready, occupied and preventative maintenance is performed on a timely basis and to ensure preventative maintenance schedules are followed.
- Obtains bids and interacts with contractors and is knowledgeable of competitive pricing of supplies.
- Completes required service requests within 24 hours.
- Makes appliance repairs, carpet repairs, A/C repairs and electrical repairs.

Essential Function (continued):

- Performs carpentry work, welding, painting and plumbing duties as required.
- Adheres to company key procedures.
- Assists maintenance staff in maintaining a clean and orderly shop.
- Participates in an ongoing property improvement plan and preventative maintenance program.
- Assists with resident functions as required.
- Must be prompt, on time to work and have good, regular attendance.
- 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).

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 electric powered chain saw

Environmental Demands:

Indoors: 50%

Outdoors: 50%

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)