

Churchill Administrative Services, LLC

JOB DESCRIPTION

Position: Lead Maintenance Technician
Division: Property
FSLA: Non-Exempt
Reports To: Community Director
Date: February 15, 2016

Summary

Works under the general supervision of the Community Director performing general, preventative and emergency maintenance for the property. Maintenance procedures are performed in apartments, common areas, lobbies, elevators and restroom areas to ensure all equipment and materials are in proper working order. Leads and directs the maintenance and housekeeping staff in day to day maintenance operations, keeping the community in peak operating condition and appearance.

Essential Duties and Responsibilities

1. Provides outrageous customer service to visitors, new prospects and residents.
2. Committed to serving residents and assisting in the day to day function of the community.
3. Daily provides direction to the maintenance and housekeeping staff regarding maintenance, cleaning and repairs of entire property.
4. Cleans any and all common areas as well as vacant apartments as needed. Ensures paint is in good condition.
5. Maintains written status board and use make-ready list.
6. Responsible for the completion of make ready units. The physical condition and presentation readiness of all apartments prior to occupancy and ensures the company standard completion of make ready apartments by checking, testing, repairing or replacing:
 - weather stripping and ensuring windows and doors are operational.
 - the condition of appliances, carpet, disposals, floor tiles.
 - smoke alarms to ensure they are working properly.
 - and caulking countertops, sinks, bathtubs, etc. as needed.
 - interior walls and doors.
 - plumbing for minor repairs and maintenance.
 - HVAC systems, which include, filters, Freon, coils, etc.
 - Rekeying and installing new locks or changing out
 - Patching, repairing and re-stretching carpet and installing vinyl flooring.
7. Responsible for thoroughly “trash out” vacated apartments within three days of move out and prepares for make-ready.
8. Performs and assigns resident work orders ensuring that requests are completed within 24 hours.
9. Maintains equipment and monitors processes keeping in accordance with company policy and procedures and adhering to safety procedures. Follows manufacture instructions for all chemicals and equipment. Displaying safety techniques and precautions.
10. Continuously inspects the property for safety hazards that pose a liability
11. Responsible for purchasing equipment and supplies. Maintaining adequate inventory within budget guidelines. Keep the shop clean, orderly and in a safe condition.
12. Supervise and verify work performed by outside contractors.
13. Must understand and be able to correct minor problems with elevators and fire sprinklers.
14. Performs supplemental exterminations as needed.
15. Diagnose and correct heating and air conditioning failures. Replace filters in a timely manner. Replace complete systems if needed. Performs repairs and replacements in compliance with federal regulations.
16. Performs supplemental landscape maintenance and irrigation system repair.
17. Daily maintains the pool which includes chemical testing and record keeping.
18. Provides support and rotates on 24 hour emergency calls.
19. May travel to suppliers to pick up parcels and supplies.
20. Performs exterminations as needed and authorized by local, state and federal regulations.

21. May perform minor roof repairs and exterior lighting repairs or replacements.
22. Reports all liability and property incidents to the Community Executive Director immediately.
23. Participates fully in staff meetings and designated Company training programs.
24. Performs other duties as assigned.

Supervisor Responsibilities

1. Leads, directs and trains maintenance and housekeeping staff daily.
2. Assists in hiring, performance review, and termination process of staff.

Knowledge & Skill Requirements:

1. High school diploma or equivalent preferred.
2. Minimum one year experience prior apartment or hotel maintenance experience preferred.
3. Must have a valid TX driver's license.
4. Skilled with small hand tools.
5. EPA Certified and current pool operator's certificate preferred.
6. Excellent communication skills, written and verbal, when dealing with others (staff, vendors, ownership, federal, state and local agencies, lenders etc.)
7. Must be customer service oriented and genuinely support and promote good relations with service staff and residents.
8. Must portray a clean, neat, well-groomed professional appearance. Company approved attire may be required and a name tag must be worn in plain sight when at work.
9. Must be honest, trustworthy, enthusiastic and team/project oriented.
10. A flexible workweek is mandatory. Evening and weekend work is typical and usual.

Physical Requirements:

Activity	Constant 67-100% of day	Frequent 34-58% of day	Occasional 1-33% of day	None 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Weight Lifting & Exerting

Carry Push/Pull	Constant	Frequent	Occasional	None
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Work Environment

1. Outdoor Environment
2. Senior and Family Living Community
3. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for Bloodborne Pathogens should be executed where such incidents occur.
4. May require some travel.
5. Must be available for on call emergencies, nights and weekends.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of the all of the activities, duties or responsibilities of the employee.

I have read and understand the job description for Lead Maintenance Tech. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

Employee Signature

Date