



Maintenance Person Job Description

Scope and Purpose

To be responsible, under the direction of the Resident Manager, for the overall maintenance of the property.

Duties and Responsibilities

1. Participate in all maintenance projects.
2. Perform light electrical repairs on items such as appliances, fixtures, switches, outlets, circuits, etc.
3. Perform light plumbing work, such as clearing stoppages, replacing fittings, etc.
4. Replace broken glass, tile, screens, garbage disposals, fixtures, appliances, draperies, locks.
5. Paint, interior and exterior, when required.
6. Perform carpentry work, such as fitting doors, freeing windows, replacing and building shelves, sanding and refinishing floors.
7. Assist in cleaning work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc., when necessary.
8. Assist in grounds work when necessary.
9. Repair concrete, masonry, roof, fencing, when required.
10. Perform limited extermination services, when required.
11. Train new employees.
12. Participate in a standby emergency schedule for evening, weekend and holiday coverage.
13. Be responsible for stock control and utilization of maintenance materials.
14. Complete all work orders efficiently, promptly and accurately.
15. Be responsible for the refurbishing of apartments prior to Resident occupancy.
16. Assist Resident Manager in keeping accurate records regarding preventive maintenance, work orders, apartment refurbishing, inventories, purchase orders, freon logs & snow logs.
17. Perform scheduled maintenance on equipment based on the manufacturer's recommendations and operating manuals.
18. Periodically inspect all units, buildings, and common areas, performing repairs and janitorial assistance as needed.
19. Have knowledge regarding water and gas meter cutoffs, and all apartment and fixture cutoffs, sprinkler system timers and sewer cleanouts and post map of same.
20. Make sure storage areas are locked.
21. Have constant knowledge regarding contracts and suppliers, their services and goods.
22. Assist in apartment check-in and check-out inspections with Resident Manager when requested.
23. Perform any other duties as directed by Resident Manager.