

## **JOB DESCRIPTION: MAINTENANCE TECHNICIAN**

**(full-time)**

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**DEPARTMENT:** Property Management

**REPORTS TO:** Maintenance Supervisor

**PURPOSE:** The purpose of the Maintenance Technician position is to complete all rental and office property and grounds maintenance tasks. The maintenance of common areas located at the Saddlebrook development is also an aspect of this position. Majority of maintenance takes place at locations in the Saddlebrook development off of Hwy 6 and Heinz Road. One location off of Sycamore Street and one location on McLean Street near Hancher Auditorium. Properties are to be well maintained and kept in new condition. Corrective maintenance, preventative maintenance and emergency maintenance will be performed on a daily basis.

### **JOB RESPONSIBILITIES:**

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- Ensures market rate apartments, condominium associations, manufactured home community, and other designated areas of the Saddlebrook community are properly maintained and neat in appearance as directed by the Property Manager or Maintenance Supervisor.
- Perform tasks associated with snow removal and lawn and landscaping maintenance in coordination with seasonal contractors.
- Purchase supplies pertinent to maintenance as directed.
- Ensure company maintenance vehicles are serviced as needed.
- Perform work necessary to repair company facilities including but not limited to: appliances, fire alarm/fire safety items, plumbing leaks, boilers, minor structural repairs, HVAC, cabinets, doors, windows, locks, drywall repairs.
- Walk through vacant units for preventative maintenance.
- Walk the common area hallways and common areas to repair items as needed such as replacing light bulbs, picking up trash around the area.
- Communicate preventative maintenance items to the supervisor.
- Report any property damage or lease violations to the Property Manager or Maintenance Supervisor.
- - Be available for on-call for 24-hour emergency maintenance on a rotating schedule basis.
- Be available during turnover (July 28-Aug 1) and other peak times as directed by the Property Manager.
- Report any complaints, disturbances, or violations to the Property Manager.
- Be prepared to meet with rental inspections and sprinkler/fire inspections with governmental agencies and for insurance purposes as directed.
- Follow general safety guidelines. Communicate deficiencies as needed.
- Recollect where items are stored and replace items in the designated area.

IA Maintenance Technician Job Description

- All other related duties as assigned.

**JOB SKILLS/REQUIREMENTS:**

- Previous experience preferred, but not required.
- Possess experience in any or all of the following: boilers, locks, HVAC, minor electrical, small equipment, and plumbing repairs and maintenance.
- Ability to be detail oriented.
- Must have great listening skills, good oral and written communication skills.
- Ability to multi-task on a daily basis.
- Take responsibility and be accountable.
- Report to work on time and be available for additional hours as needed.
- Must have a valid driver’s license and reliable transportation.
- Be able to function as a team member with office and other maintenance personnel.
- Availability to be on-call on a rotating basis.
- Ability to lift up to 50 pounds
- General Computer Knowledge

**EDUCATION and EXPERIENCE:**

- Minimum of 1 year experience in property maintenance-related field.
- Minimum of high school diploma or GED.
- Must have a working knowledge of basic building systems, equipment, parts and tools.
- General Computer Knowledge

My signature below indicates that I understand the above job description and feel I can adequately carry out those responsibilities. I also understand that as AM Management changes, so can my job responsibilities within the company.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



AM Management Inc. Employment Application

2871 Heinz Road Suite B, Iowa City IA 52240

Phone (319) 354-1961

Fax (319) 351-0070

AM Management, Inc. is an Equal Employment Opportunity Employer

**APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

Please make sure this application is completed in its entirety. Information you fail to provide may disqualify you from further consideration. Thank you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers Lic No: \_\_\_\_\_

How did you learn of our organization?

\_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_\_

**Work Desired:**

Position(s) for which you are applying: \_\_\_\_\_

Date Available: \_\_\_\_\_

**Qualifications:** Describe your skills and qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:** List any schools, colleges, or universities you have attended below:

School	Attend Dates	Graduate?	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Are there any reasons why you would not be able to perform the duties of the position to which you are applying, with or without reasonable accommodations? \_\_\_\_\_

If Yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**Employment History** List your last three employers below, starting with your most current place of employment.

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Describe your duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Describe your duties: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Describe your duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

What is your minimum salary requirement? \_\_\_\_\_ per year

Please provide any additional information in support of your application you wish to bring to our attention: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I verify that the information contained in this Application for Employment is true, and that AM Management, Inc. may seek references from my current and former employers, as indicated by the attached authorization. I understand that I may be requested to submit to a drug screening and/or physical by AM Management, Inc. and that any offer of employment is contingent upon my successful passing of the drug screening and/or physical. I further agree that, if hired, either AM Management, Inc. or I may terminate the relationship at will, with or without notice, and for any reason.

AM Management Inc. is an equal opportunity employer. This application for employment will remain on file for sixty days. A new application must be completed if the applicant wishes to be considered further for employment after that time.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date