



## **JOB DESCRIPTION**

### **LEAD MAINTENANCE TECHNICIAN**

The Lead Maintenance Technician is responsible for the overall upkeep and maintenance of the Apartment Communities. The primary goals of the Maintenance Supervisor are to:

- A. Maximize efficiency of the Maintenance Staff.
- B. Minimize the expenses whenever possible.
- C. Protect the Owners' property.

The Lead Maintenance Technician must be a "hands-on" maintenance person. The Lead Maintenance Technician must be versed in all aspects of Building Maintenance, e.g., plumbing, electrical, painting, heating, air conditioning and appliance repair.

It is the responsibility of the Lead Maintenance Technician to coordinate and monitor all aspects of the maintenance program. In this regard, the supervisor must work closely with the maintenance staff in order to ascertain full knowledge and control over the entire maintenance program.

The Lead Maintenance Technician is hired and supervised by the Maintenance Supervisor. Good communications with both the Maintenance Supervisor and the Property Manager/Director of Residential Operations is crucial for the proper and efficient operation of the Apartment Communities. Although the Lead Maintenance Technician will communicate with the Property Managers, Managing Agent and Owners, he works directly for the Maintenance Supervisor.

The Lead Maintenance Technician's responsibility and authority include but are not limited to the following:

#### **A. PERSONNEL:**

1. Continually supervise maintenance and grounds personnel. Take action to improve the general appearance of the properties, always be alert for any deferred maintenance problems. Establish daily employee goals. Show each employee exactly what you want him or her to do so they know what is expected.
2. Require all full time employees to adhere to the office hours posted.



3. Monitor employee compliance with the dress code.
4. Encourage employees to submit suggestions for improving work conditions or job efficiency.
5. Discuss employee performances with Maintenance Supervisor if problems arise and possible written reprimand and/or dismissal is necessary. Advise the Maintenance Supervisor so that he/she may follow the proper dismissal procedure.
6. Report any employee injury to the Maintenance Supervisor immediately.

**B. SCHEDULING WORK:**

1. Daily/Weekly:
  - a) Meet with the Maintenance Supervisor at the beginning of each week. Discuss work procedures, priorities, goals and special jobs to be completed. Assist Management in distributing notices.
  - b) Review all Maintenance Requests with Property Managers and closely monitor progress and completion of requests.
  - c) Assist Property Managers in scheduling Maintenance Orders with maintenance staff.
  - d) Make recommendations to Property Manager to improve general condition of property.
3. Monthly:
  - a) Pest Control.
  - b) Air Conditioner filter change.
  - c) Capital improvement.
  - d) Clean roofs and gutters.
4. Biannually:

Assist in Apartment Inspections.



5. Yearly:
  - a) Assist in Turnover Inspections.
  - b) Check all locking devices on exterior doors and windows.
  - c) Power wash buildings, sidewalks, pool deck, etc.
  - d) Escort Pest Control.
7. Seasonal:
  - a) Coordinate and closely monitor site maintenance staff during snow removal on all sideways, walkways, stairwells, and common areas not covered by the sites snow removal contractor during snow events.
  - b) Schedule and closely monitor the season cleaning of site gutters, catch basins, retention ponds, etc. at all properties by site maintenance staff.

**C. INSPECTIONS:**

1. Walk/drive properties weekly and look for missed trash, maintenance problems and damages.
2. Review maintenance work of employees periodically for quality.
3. Assist Property Managers twice a year for apartment condition inspections.

**D. PHYSICAL REQUIREMENTS:**

1. Working off ladders up to 20 feet off the ground. Working off stepladders up to 10 feet inside apartments.
2. Leaning over roof edges to make repairs.
3. Work under sinks and around appliances by bending down or lying on your back.
4. Climbing onto second story roofs with pitches up to 6-12.
5. Moving appliances including refrigerators, dishwashers, washers, dryers and ranges.



6. Lifting and carrying up to 125 pounds.
7. Bending over appliances or mechanical equipment for repairs or cleaning.
8. Walking and/or standing for an entire workday.
9. Climbing flights of stairs to access work on the second floor.
10. Wear Tool belts.
11. Digging trenches up to 36" deep.
12. Assembling small parts in appliances, mechanical equipment, plumbing and electrical fixtures, etc.
13. Reading repair instructions.
14. Logging or describing in writing work hours, repairs made and/or materials used.
15. Working in inclement weather.
16. Operating hand and power tools.
17. Painting.
18. Cleaning.

**E. SAFETY:**

1. Be safe and always think safety.
2. Furnish all employees a set of goggles, earplugs and particle masks for their use.
3. Periodically check employees for use of safety equipment.
4. Train with outside contractor.

**F. TOOLS/SUPPLIES/MATERIALS:**

1. Supply your own tools for all common maintenance repairs. The Apartment Communities will furnish specialty tools only for unusual repairs.



2. Maintain clean and organized maintenance supply and material shop. Maintain inventory of all maintenance supplies including inventory and purchasing.

**G. TURNOVER:**

1. Perform as much work as possible in house with your Maintenance personnel. Overtime may be necessary during the busy turnover season.
2. Request overtime from the Maintenance Supervisor.
3. Clean, paint, make repairs to the vacant Apartments to the satisfaction of the Maintenance Supervisor.
4. Check and repair all electrical and plumbing fixtures, window and door locks, etc., to ensure they work properly before the new resident moves in.
5. Change all vacant unit door locks.