

## **JOB SPECIFICATION**

**TITLE:** Maintenance Person

**BASIC FUNCTION:** Performs tasks of maintenance, repair, and/or alteration of buildings and mechanical facilities at designated Residence Corporation owned or managed properties.

**SUPERVISORY RELATIONSHIP:** Receives assignment of daily work orders from Lead Maintenance Person. Reports to Property Manager(s) and Projects Manager on day-to-day operations. Reports to Projects Manager and Director of Real Estate Operations on any administrative or personnel matters.

**ACCEPTABLE EXPERIENCE/TRAINING:**

- Experience in general building maintenance, and repair.
- Basic experience in a variety of building trades or any combination of the above which supplies the required knowledge, ability and skills.
- High School Graduate (or equivalent).
- Must possess a valid driver's License
- Must possess current auto insurance

**SPECIFIC RESPONSIBILITIES:**

- Act on requests for repair, maintenance and custodial services.
- Report extraordinary maintenance and/or repair needs to Property Manager(s) and Projects Manager.
- Handle emergencies as directed by the Property Manager(s) or Lead Maintenance Person, Projects Manager, or Director of Property Management.
- Assume responsibility for assigned buildings, including regular inspections to determine need for special maintenance or repair.
- Be responsible for owners' equipment (Appropriate use, care and maintenance).
- Be available for on-call service on a rotating basis.
- Deliver 5 day notices as assigned by Property Manager(s).
- Other maintenance related projects periodically assigned by Projects Manager and/or Director of Property Management and/or Property Manager(s).

- Understand and keep up to date the Yardi work order system. Timely input of afterhours activities.
- Be available to assume lead maintenance role in absence of the Lead Maintenance Person.
- Attend and participate in training programs as required by Oak Park Residence Corporation.

**SALARY:** See Collective Bargaining Agreement – Appendix A