

Hammer Hewson Associates
Job Description

JOB TITLE: Apartment Maintenance Person

EXEMPT: No

SALARY LEVEL: TBD

SHIFT: 8AM - 5PM **DEPARTMENT:** Residential

LOCATION: Ventura County

EMPLOYEE: Apartment Maintenance Person

REPORTS TO: Apartment Manager

PREPARED BY: Niels Nyborg

Update: December 11, 2006

SUMMARY:

Employee performs maintenance needs for apartment property which assigned. The duties and responsibilities listed shall include, but not be limited to the following. Those items marked “(e)” are considered essential job functions. Other duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (e)

Employee shall accept, review and assure completion of maintenance needs which develop on apartment properties to which he/she is assigned. Work will encompass both common areas and rental areas.

Employee shall be capable of performing all maintenance tasks commonly associated with residential properties.

Employee shall discuss problems, solutions and operational needs with resident managers and residents as needed.

Employee shall maintain a constant awareness of the condition of the properties and shall report shortcomings or potential trouble areas to his supervisor.

Employee shall coordinate the work of vendors as they affect his work.

Employee shall be in charge of locating and purchasing supplies and parts as are necessary to support his work and the properties.

Employee will be cross-trained for duty in the onsite rental office to support and supplement management and rental staff.

Employee will respond during off-duty hours to emergencies.

SUPERVISORY RESPONSIBILITIES:

Employee has no subordinate workers.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

One year certificate from college or technical school; or more than six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: (e)

Applicant must read, speak and understand English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with fellow employees, apartment residents and vendors.

MATHEMATICAL SKILLS: (e)

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: (e)

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LICENSES: (e)

California Driver's License with a very good driving record.

PHYSICAL DEMANDS: (e)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand; walk; use hands and /or fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must climb stairs to the second floor level repeatedly without undue physical stress. The employee is occasionally required to sit and taste or smell. The employee must be able to hear, speak and understand clearly in person and on the phone. Specific vision

abilities required by this job include close vision, distant vision, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. The employee must be able to work comfortably from a ladder not over 8 feet in height.

WORK ENVIRONMENT: (e)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.