

Position Description

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| Title: | Maintenance Attendant | Supervisor: | Property Manager |
| Department: | OCFD | Classification: | Full Time |

A. Job Description:

Provide on-site maintenance of housing complexes on a daily basis:

- i. Police grounds removing all debris and report location of damage to property.
- ii. Maintain office in clean and sanitary condition.
- iii. Maintain record book of service calls for major expense items.
- iv. Handle all maintenance requests.
- v. Perform light electrical and plumbing repairs.
- vi. Change and clean HVAC filters in spring and fall.
- vii. Make regular inspections of property by thoroughly observing exterior of facility.
- viii. Offer solutions on problems and preventative maintenance.
- ix. Maintain inventory of equipment, tools and supplies.
- x. Maintain a clean and orderly shop.
- xi. Meet with supervisor for scheduling, supply ordering, problem solving.
- xii. Assist with move-outs/move-ins by inspecting units.
- xiii. Train new maintenance staff.
- xiv. Establish and maintain preventative maintenance schedule.
- xv. Assist in all aspects of property's management, e.g. Grounds, custodial, preventative, etc.
- xvi. Care for lawn (mowing, edging, plants, shrubs, sidewalks, parking lot)
- xvii. Prepare vacant apartments for occupancy.
- xviii. Paint vacant apartments and exterior of building as necessary.
- xix. Monitor usual traffic, individuals, behavior and report to supervisor.
- xx. Assist with semi-annual inspections of occupied apartments.
- xxi. Be on call for emergencies.
- xxii. Maintain good working relationship with tenants and service personnel.
- xxiii. Maintain all equipment in good working order at all times.
- xxiv. Sanitize trash receptacles during summer months and maintain dumpster/trash collection sites.
- xxv. Maintain all playground equipment in safe, working condition and inspect on a weekly basis.
- xxvi. Perform other reasonably related duties as outlined by supervisor.

B. Position Qualifications:

- High School graduate plus five (5) years' experience in operating multifamily housing complex.

- Ability to handle detailed work.
- Ability to work with participants of varying backgrounds, incomes and educational levels.
- Ability to work unsupervised.
- Ability to communicate orally and in writing with individuals and with groups.

C. **Position Characteristics:**

Salary:

Hours:

Monday through Friday, 8:30am to 4:30pm

Classification:

Full Time

D. **Job Benefits:**

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

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