

**QUEST ASSET MANAGEMENT, INC.**  
**Job Description**

**JOB TITLE: Assistant Maintenance**

**REPORTING:** This position reports to the Maintenance Technician and Property Manager.

**ESSENTIAL  
FUNCTIONS:**

1. Satisfy service requests per work order, by entering at resident's convenience, if possible, to make repairs; clean up thoroughly, observes condition of apartment and report any unusual circumstances (i.e., size and number of pets), and leave notice of work performed.
2. Perform apartment turn duties to include, painting, carpet cleaning, service appliances, plumbing and electrical fixture, replace burned out light bulbs, ensure water heater, furnace and/or air conditioner units are in working order, damaged items in apartment. Refer to attached Market Ready checklist for specifics.
3. Make regular daily inspections of grounds, buildings, plumbing, sprinkler systems, electrical fixtures, appliances and major equipment by checking appearance for cleanliness, structural cracks, excessive wear or faulty parts.
4. Makes repairs or replacements, as necessary and with approval of the Maintenance Technician
5. Maintain property amenities such as pools, spas, weight equipment, sport courts, etc.
6. Promptly respond to emergencies while on call.
7. Assist in maintaining inventory of tools, equipment and supplies.
8. Pick up trash on property, at all times.
9. Report needed repairs to the Maintenance Technician.

10. Shovel snow and ice from steps, walkways, sidewalks, etc., and devices same. Also pertains to inclement weather that occurs on employee's unscheduled work time. The safety of our Residents is our primary concern.
11. Assist with other types of maintenance when necessary.
12. Attend all instructional classes conducted by management.

**REQUIREMENTS:**

1. High school education or equivalent.
2. Previous apartment maintenance, or related experience.
3. Provide own dependable transportation.
4. Provide own tools.
5. Practice good safety habits.
6. Know where power, water and gas turnoffs, clean-out traps, fire extinguishers and fire hydrants are for the community.
7. Knows where emergency telephone numbers (i.e. police, fire department, Maintenance Supervisor and property Manager).
8. Some familiarity with electricity, plumbing and carpentry.
9. Working knowledge of HVAC systems and various appliances.
10. Compatible with wide range of people.
11. Appearance and manner compatible with image of property.
12. Can live on-site when required.
13. If required, have EPA certification, Type I & II.
14. Assist other properties as needed.
15. Comply with Quest Asset Management, Inc. policies and procedures.
16. If required to drive a valid state driver's license and minimum amount of liability insurance required by the State is required.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**ACKNOWLEDGEMENT:**

I have reviewed this description and am able to perform the duties and agree to adhere to the standards as a condition of my employment.

The job description should not be considered to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions, and perform any other related duties, as may be required by their Supervisor.

I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract but merely an acknowledgement of the company's expectations of me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date