

QUEST ASSET MANAGEMENT, INC., INC.
Job Description

JOB TITLE: Maintenance Technician

REPORTING: This position reports to the Property Manager and works as a teammate with the staff at the community.

ESSENTIAL FUNCTIONS:

A. Building Exteriors

Ability to observe, perform maintenance and repairs, supervise or obtain contractor/vendor bid approvals in the following areas:

1. Roofing
2. Building veneers
3. Covered parking
4. Site lighting
5. Landscaping, fencing, and irrigation
6. Limited extermination services
7. Asphalt and concrete
8. Site utilities to include water, electric, gas, sewer, and storm drainages, post map

C. Amenities

Ability to observe, perform maintenance and repairs, supervise or obtain contractor/vendor bid approvals in the following areas:

1. Pools, spas, and saunas
2. Exercise equipment
3. Recreation equipment to include all sports courts
4. Playground equipment

D. Administrative

1. Maintains proper operation and inventory of tools, equipment, and supplies;
2. Conducts property inspections on a weekly basis;
3. Maintains a clean, safe and orderly workshop/utility room environment;
4. Supervisory and Maintenance duties:
 - Prioritize and schedule service requests, following company procedures;
 - a. Enter at resident's convenience, if possible.
 - b. Make repairs.
 - c. Clean up thoroughly
 - d. Observe condition of apartment and report any unusual circumstances (e.g., size and number of pets)

5. Establish daily work schedules for maintenance and landscaping staff;
6. Follows up on work assignments for efficient, thorough completion;
7. Comply with service requests and purchase order system;
8. Establishes emergency maintenance on-call schedule, and post and distribute emergency telephone numbers;
9. Make management-approved purchases of supplies, equipment and services;
10. Assist in preparation of all maintenance-related records
11. Meet with Property Manager daily to report on status of all scheduled work;
12. Complete service requests within 24 hours and follow budget guidelines
13. Implement preventive maintenance schedule and maintain updated preventive maintenance information (e.g., location of extra parts for appliances, equipment serial numbers, service telephone numbers);
14. Hold regular instruction classes for maintenance staff;
15. Perform any addition duties assigned by the Property Manager, Regional Manager or Director of Operations.

REQUIREMENTS:

1. High school education or equivalent, with evidence of continuing education and training in the field.
2. Minimum three years full-time maintenance experience.
3. Provides own tools and transportation.
4. Demonstrate good safety habits.
5. Willingness to perform any task that is required.
6. Working knowledge of electricity, plumbing and carpentry.
7. Fully qualified for all appliance repairs to include range, refrigerator, dishwasher, microwave, washing machine, and clothes dryer.
8. Fully qualified for HVAC repairs, if applicable, including EPA certification for freon recovery.
9. Appearance and manner compatible with image of property.
10. Can live on-site when required.
11. Good communication skills.
12. Confident, positive attitude.
13. Ability to positively interact with a wide range of people.
14. Ability to assume Property Manager's responsibilities as it pertains to the property maintenance operations.
15. Provide role-model for maintenance staff.
16. Share on-call duties with maintenance staff.
17. Assist other properties on request
18. Comply with Quest Asset Management, Inc. policies and procedures, including operating, safety and emergency procedure, federal state and local laws and regulations.
19. Maintain staff and training schedules.
20. Demonstrate ability to schedule tasks, supervise, train and motivate staff.
21. Know current condition of all vacant apartments.

22. Maintain valid professional licenses as may be required by City, County, or State.
23. If required to drive for company a valid state driver's license and minimum amount of liability insurance required by State is required.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand, 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 abilities required by this job include close vision, distance vision, color 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 these standards as a condition of my employment.

The job description should not be construed 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.

Employee Signature

Date