

Affordable Living Property Management LLC

1560 S. Plate Street
Kokomo, Indiana 46902
765-419-2877

Job Description:

Maintenance Technician

Competent in Property Maintenance:

Handy man jack of all trades with experience in carpentry, electrical, plumbing, painting, drywall, trim, tile, appliance installation, auger backed up drains, and flooring installation including carpet, vinyl linoleum, and vinyl plank.

Character:

Seeking someone that works to their full potential, has a high standard and quality of work, has work consistency, communication skills, takes initiative, productive, honest, dependable, punctual, shows up to work on time, and maintains a good attitude.

Daily:

- Check Basecamp Project Management for new work orders. Try to complete in three days or less.
- Always be aware of curb appeal of the property. (examples: trash or furniture around dumpsters, broken mini-blinds)
- Pull weeds or spray weeds in landscaping and parking lots as needed.
- Apartment turnarounds are a priority. Paint as needed.
- Always be aware of seeing and hearing pets on the property. No pets allowed, except for doctor approved residents.
- Maintain neat and orderly sheds and storage areas.

Weekly:

- Check outside lights either after dark or by covering photo cells.
- Clean up trash around dumpsters after trash pick up (Wednesday).
- Maintain laundry rooms including washers and dryers.

Seasonal:

- In charge of snow of removal - two additional individuals for shoveling if needed.
- Parking lot maintenance - seal coating, cracks, holes, striping.

Other Expectations:

- Report to work by 8:30 each day. Take a half hour lunch break at 11:30 and a ten minute break in the morning and one in the afternoon. Leave work at 5:00 each day unless you need supplies for the next day.
- Pick up needed supplies for the next day after 4:00. Always pick up extra supplies for the storage shed. Replenish supplies through HD Supply, Menards or Lowes.
- Business credit cards (Menards) should never be used for personal use. Provided receipts to the property manager on purchases.
- Consult with property manager on difficult or new problem areas.
- Request the purchase of special tools or replacement tools.
- Provide for own tools.

- Provide a work truck.
- No personal telephone calls during working time.
- Change filters in duplexes every three months.
- Oversee clear out, cleaning, and painting of apartments at turnaround.
- Do whatever is asked within your capabilities and safety.

Compensation:

- Guaranteed 40 hours per week.
- We utilize a payroll company with weekly direct deposits.
- Withholding federal, state, and county taxes.
- Employee provides for their own health care.
- Wages at \$18-\$24 per hour. TBD
- 60 day trial period with performance review. If satisfactory work, wage increase consideration. Annual pay raise consideration on hire in date.
- Two week (10 days) paid vacation and four paid holidays (Good Friday, Independence Day, Thanksgiving, Christmas).
- Two week notice of termination by employee or employer.
- On call on nights and weekends for emergencies.

Signed: _____ **Date:** _____