

**MID-PENINSULA HOUSING  
JOB DESCRIPTION**

**JOB TITLE:** Maintenance Technician/Groundskeeper  
**DEPARTMENT:** Maintenance  
**SUPERVISOR:** Community Manager  
**FLSA STATUS:** Hourly – Non-Exempt

**SUMMARY:**

Under the supervision of the Community Manager and/or Maintenance Supervisor, the Maintenance Technician/Groundskeeper is responsible for the overall maintenance of the property.

**Essential Job Functions**

- Assist supervisor with move-ins, move-outs, and annual inspections.
- Promptly prepare vacant units for re-occupancy.
- Assist in maintaining inventory control of all maintenance tools, equipment, and supplies.
- Clean common areas (including laundry rooms, rest rooms, recreation centers, offices, hallways, etc.), which includes sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc.
- Perform typical maintenance duties such as, but not limited to:
  1. Light electrical repairs to appliances, fixtures, switches, and circuits.
  2. Light plumbing repairs to water and sewage systems including replacement of fittings and clearing of stoppages.
  3. Replacement of glass, tile, screens, locks, drapes.
  4. Painting, both interior and exterior.
- Assure that all required work orders are accurately completed and filed in apartment unit files with periodic and routine grounds activity. Complete reports as may be required.
- Have reliable knowledge of all utility routing and cut-offs, including shop, storage, and equipment are secure.
- Participate in a standby emergency schedule for evening, weekend and holiday coverage.
- Comply with company safety policies and procedures.
- Pick up refuse daily.
- Sweep sidewalks and parking lots as needed.
- Preparation of vacated units for re-occupancy by performing duties, such as, but not limited to:
  1. Cleaning floors/carpets.
  2. Cleaning appliances (refrigerator, range etc.)
  3. Wiping down walls, doors, windows, screens, countertops, etc.
  4. Cleaning bathrooms.
  5. Cleaning/sanitizing trash container areas.

- Sweeping and cleaning laundry room
- Cleaning of common area restrooms.
- Vacuuming hallway/project office carpet.
- Participate in preventative maintenance program.
- Comply with company safety policies and procedures.
- Weeding the lawn as directed by maintenance supervisor.
- Other duties as assigned.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential function 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.

- Ability to lift 75 pounds and scale ladders.
- One year of experience with maintenance, landscape, and irrigation systems.
- Must have reliable transportation and valid California driver's license.

---

Employee Signature

---

Date