

MID-PENINSULA HOUSING JOB DESCRIPTION

JOB TITLE: Preventative Maintenance Assistant
DEPARTMENT: Facilities Department
SUPERVISOR: Facilities Manager
Indirectly reports to: Preventive Maintenance Lead
Works Closely With: Facilities Staff, Community Managers, and Maintenance Staff

Essential Job Functions

Will work as an assistant to the Preventive Maintenance Lead to accomplish the following tasks:

Unit Inspections

- Walk each unit, completing a current status report to rate all elements of the unit's interior and utility functions.
- Record equipment make, model, and serial numbers.
- Prepare detailed report on standard template for each unit completed.
- Compare completed inspection report with previous year to verify any major changes that may have occurred.
- Forward all findings to property Community Manager and the Facilities Assistant.

Unit Maintenance and Repairs

- Complete minor repairs and maintenance in unit as each inspection is completed.
- Preventive Maintenance would include: changing smoke detector batteries, cleaning coils, changing filters, draining water heaters, door adjustments, door handle repairs, appliance repairs, replacement of broken or missing switch/outlet covers, etc.
- Complete a checklist report on each unit as to the inspections and work completed.

Report Unit Needs

- Items found in units that are beyond the scope of the Preventive Maintenance Crew will be reported to the Community Manager and a work order created.
- These items would include tasks such as: carpet cleaning, blind replacement, broken doors or windows, holes in walls and doors, or any other items that would take more time in the unit than has been budgeted for maintenance purposes.

Common Area Inspections

- PM Crew will walk the common areas of the property and complete the standard inspection forms. This report will be completed for the current condition of both interior and exterior components. This will be a graded report to analyze and record the current condition.
- Problems will be addressed with the Community Manger and work orders initiated from problem areas.

Safety Function

- PM Crew will, as part of his inspections, check for any safety issues and either make immediate repairs or have them addressed by on site maintenance and/or the

Community Manager ASAP. Areas that can not be addressed immediately will be roped off or tagged out until repairs are made.

Standard Specifications Function

- PM Lead will report at least monthly in the facilities meetings any concerns with current products that are part of the company standard specifications to determine if changes should be made.

Curb Appeal Function

- Review all properties as they are visited for curb appeal. This includes completing and recording a curb appeal grading form.
- Assist community managers with low cost solutions to improve curb appeal.

Necessary Job Skills

- High School Diploma
- Good verbal and written communication skills.
- Good teamwork.
- Proficiency in word processing and spreadsheet software helpful.
- Must have valid California driver's license, auto insurance, and reliable transportation
- Must own basic hand tools.
- Demonstrated interest in affordable housing desirable.
- Ability to lift 75 pounds to 4 feet.
- 1 year experience in general apartment or hotel maintenance is a plus.