

**Lexington Asset Management, LLC**  
**Employee Job Description – Maintenance Tech / Make Ready**

<b>Title:</b>	<b>Maintenance Tech / Make Ready</b>
<b>Reports to:</b>	Maintenance Supervisor and Property Manager
<b>Internal Contacts</b>	Onsite staff, District Manager, Corporate Staff
<b>External Contacts</b>	Current & Prospective Investors/Owners Prospective Employees Current & Prospective Residents Current & Prospective Vendors

**JOB SUMMARY**

The MAINTENANCE TECHNICIAN is to assist the maintenance supervisor in maintaining the physical integrity of the community. Provide timely and courteous response to resident service requests. Perform routine maintenance and repairs, including plumbing, appliance repair, carpentry, general maintenance repairs and make-readies.

**WAGE/HOUR STATUS**

Non-Exempt (eligible for overtime)

**ESSENTIAL SKILLS AND FUNCTIONS**

Strong Customer Service Skills

1. Prepare vacant apartments for new occupancy.
2. Complete work orders on a priority basis.
3. Perform preventative maintenance.
4. Communicate with residents and co-workers with courtesy and efficiency to ensure resident satisfaction.
5. Provide emergency on-call services on a rotating basis.

**NON ESSENTIAL FUNCTIONS**

1. May be necessary to use personal vehicle to pick up supplies and materials.
2. Clean common areas and monitor curb appeal.
3. Other duties as assigned by Service Supervisor or Community Manager

**JOB DUTIES AND REQUIREMENTS:**

- Must possess the ability to read, comprehend, and follow simple to moderately complicated verbal and/or written instructions to perform tasks assigned and to maintain records.
- Must possess basic arithmetical calculation skills (addition, subtraction, multiplication, division, percentages, etc. This level of proficiency is normally achieved through completion of a high school education or its equivalent.
- Be able to effectively communicate with residents, staff, and other suppliers or vendors to ensure safe operation of property maintenance.
- Work with multiple deadlines, maintaining efficiency and control over projects assigned within time frames allowed and changing priorities.
- Must possess a solid knowledge of painting, electrical wiring, plumbing, carpentry, appliance maintenance and repair, hazardous chemical safety, heating, ventilation, air conditioning, pool maintenance, and ability to use power machinery properly and safely. This level of proficiency is generally achieved with approximately one to two years of experience in two or more of the noted areas. Specialized training in general maintenance, plumbing, electrical work, or carpentry is preferred.
- Work requires the ability to maneuver or move up stairs heavy equipment, appliances, supplies and tools which may weigh up to 100 pounds and the ability to inspect and repair roofs or roof-top equipment.

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- Be able to diagnose and repair equipment or appliances, which are not easily seen or reached, i.e., under counters, on ceilings, etc.
- Effectively assess a situation, which may require assistance or specialized equipment, and respond appropriately in serious or emergency situations.
- Must have access to reliable transportation. Must have an effective communication system available in order to contact property or staff after hours.

**SCOPE OF RESPONSIBILITIES**

- Diagnoses and performs minor or routine maintenance or repair, as directed, involving the following on a daily basis:  
Electrical and plumbing, A/C and heating systems, appliances, sprinkler systems, stairs, gates, fences, patios, railings, tile, carpet, flooring, roofing, gutters, interior/exterior lights, fireplaces, ceiling fans, gas fixtures, shutters, doors, cabinets, windows, sliding glass doors, boiler, door locks, security systems, ceiling leaks, walls, pool areas, tile, hot tub/spa, pool furniture.

**QUALIFICATIONS**

Position requires at least 1 year experience in apartment maintenance.

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammer, grips, saws, sledgehammer, snips, posthole diggers, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, etc.
User-Moved Aids	Wheelbarrows, dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers, etc.
Measuring Devices	Calipers, voltmeters, ohmmeters, testing meters, PH tests, gauges, etc.

**PHYSICAL REQUIREMENTS**

- ☑ Constant need (66% to 100% of the time) to be on feet.
- ☑ Have constant need (66% to 100% of the time) to bend/stoop/squat, climb stairs, push or pull, reach above shoulder, climb ladders, grasp/grip/turn, write, handle tools with finger dexterity.
- ☑ Lifting/Carrying (supplies, replacement parts, ladders, etc.):

Over 150 lbs.	Rare need (less than 1% of the time)
75 lbs. – 150 lbs.	Occasional need (1% to 33% of the time)
25 lbs. – 75 lbs.	Frequent need (33% to 66% of the time)
1 – 25 lbs.	Constant need (66% to 100% of the time)

**VISION REQUIREMENTS**

- ☑ Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from staff and residents. Constant need to see small detail when performing routine maintenance duties.
- ☑ Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach (oversee assistants, observe problems throughout the property).

**DRIVING/TRAVELING REQUIREMENTS**

- ☑ Frequent need (33% to 66% of the time) to utilize personal transportation to pick up replacement parts and supplies from vendors. Rotation "on call" status may occasionally require expedient travel to assigned property at moments notice. Pick up and deliveries to the corporate office.
- ☑ Must have valid driver's license and automobile insurance coverage.

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**Employee Job Description Receipt and Acknowledgement**

I have received a copy of the Lexington Asset Management Employee Job Description for Maintenance Technician / Make Ready.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Community/Department:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_