

Position Description

Position Title:	Staff, Building Maintenance	Job Number: Staff, Building Maintenance - N9514
Reports To:	Community Association Manager	
Department:	OPS – Maintenance	
FLSA Status:	Non-Exempt	Last Updated: 6/26/2024

Company Information

FirstService Residential is simplifying property management. Its hospitality-minded teams serve 9,000 residential communities across the United States and Canada. The organization partners with boards, owners, and developers to enhance the value of every property and the life of every resident.

Our dedication to associate satisfaction and growth is recognized by our Great Place to Work certification, exemplifying our commitment to fostering a positive and inclusive workplace culture. Our 19,000 associates can count on competitive salaries, top-tier medical, dental, and retirement benefits, career training, and support for continued professional development.

Experience being part of a high-performing team with a fulfilling career in property management with FirstService Residential.

Job Responsibilities

Essential Duties: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

- Provide regular status updates to Community Association Manager.
- Monitor and maintain inventory each day, submit requests as needed.
- Take initiative to act with minimal supervision.
- Recognize and address problems quickly and decisively.
- Promptly respond to emergencies; coordinate with other responders to ensure the safety of the community.
- Complete regular community inspections and prepare status reports.
- Understand and adhere to budgets.
- Ensure that supplies/tools are attended at all times and stored out of site when possible.
- Perform minor and major repair of common area buildings and equipment as needed, document for follow through with appropriate work order system and inform supervisor when appropriate.
- Conduct minor repairs on ground level lighting or lighting that can be reached with a 6ft ladder.
- Regularly inspect property for, and replace, burned out lights
- Sweep, vacuum, mop, wax, strip and polish floors and stairways and carpets as needed.
- Move and arrange furniture, wood work, fixtures, and equipment as needed.
- Maintain common areas including but not limited to wipe down handrails, power wash walkways, remove cobwebs, dust furniture, empty and clean trash cans, remove fallen yard debris, pick up garbage and dispose at appropriate disposal sight.
- Clean and stock restrooms, laundry room, elevators, lobby area windows and mirrors, boiler room, electrical room, gas room, lighting fixtures, exit signs, baseboards and molding.

- Monitor and maintain sump pump, boiler equipment, including checking temperature to make adjustments.
- Check fire escapes and fire escape balconies on all floors to ensure compliance to local fire prevention regulations.
- Perform various preventative maintenance functions.
- Be courteous and pleasant to residents at all times.

Additional Duties:

- *Practice and adhere to FirstService Residential Global Service Standards.*
- *Conduct business at all times with the highest standards of personal, professional and ethical conduct.*
- *Perform or assist with any operations as required to maintain workflow and to meet schedules. Notify supervision of unusual equipment or operating problems and the need for additional material and supplies.*
- *May participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, policies, and regulatory guidelines.*
- *Ensure all safety precautions are followed while performing the work.*
- *Follow all policies and Standard Operating Procedures as instructed by Management.*
- *Perform any range of special projects, tasks and other related duties as assigned.*

Supervisory Responsibilities

None

Education & Experience

- High School diploma or equivalency preferred
- Five years of experience in building custodial, maintenance, and repair work

Knowledge, Skills & Proficiencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to follow verbal and written directions, keep accurate records, fill out logs and journals, and perform administrative operational functions
- Knowledge of basic principles of plumbing, wood finishing, electrical and carpentry
- Ability to operate a variety of hand and power tools, including drills, floor buffer, vacuum, carpet cleaner, power washer and other tools used in building maintenance
- Knowledge of methods, materials and equipment regularly used in custodial, maintenance and repair work
- May be required to use personal transportation in the performance of job duties

Tools & Equipment Used

- Climb ladders and work at heights above ground level (maximum 3 ft).
- Computer and peripherals, standard and customized software applications and tools, and usual office equipment.

Physical Requirements & Working Environment

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 50 lbs. or more following appropriate safety procedures
- Must be able to drive
- Some local travel by personal vehicle is required
- Work is performed in a variety of environmental conditions, with exposure to outdoor temperatures, weather variations, traffic and equipment noise, equipment vibrations, vehicle and/or chemical fumes, chemicals such as cleaning solvents and grease, machinery and their moving parts and dust.
- Work duties require the ability to stand and walk on hard surfaces for frequent and prolonged periods of time, and regularly require lifting, bending, stooping, reaching, climbing, push/pull and related physical activities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hours over and above normal office hours will occur, including evenings, holidays, and some weekends. Schedule is subject to change based on business needs.

Travel

None

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This is not an all-inclusive job description; therefore, management has the right to assign or reassign schedules, duties and responsibilities to this job at any time.

I acknowledge that I have read this document and that it was discussed with me today. I understand the contents and acknowledge that I received a copy.

ASSOCIATE:

Print name

Signature

Date

MANAGER:

Print name

Signature

Date