



## Maintenance Man Job Description

The Maintenance Man reports directly to the property Manager and is responsible for ensuring that all common areas are well maintained, repaired, or painted on a timely basis. Preventative maintenance is a key element of this position. Safety of the facility and its residents is of highest priority. The Maintenance Man will attend to minor problems daily and notify the Manager about major problems that require repair or construction work beyond the scope of the Maintenance Man's responsibility or skill set. He will not perform any work for the association that requires a license that he does not hold. The best candidate will have strong knowledge of building trades, cleaning procedures and maintenance. This individual is expected to have good organizational and time management skills, be a good communicator and attentive to detail.

To ensure success, the individual should possess good problem solving and decision-making skills with a solid understanding of building maintenance, repair, refurbishments, and cleaning. Top candidates will have good building and equipment maintenance skills with current knowledge of health and safety regulations and practices. Working hours are typically 7AM-3:30PM or 7:30-4 or 8-4:30, Monday – Friday.

Compensation and Benefits Package includes paid health care, paid holidays, and cell phone stipend.

### Maintenance Position Responsibilities:

- Inspect facilities regularly to identify problems and necessary maintenance.
- Coordinate daily cleaning and maintenance activities.
- Oversee all repairs and ensure that work is completed on time.
- Maintain all inventory and equipment and ensure proper storage.
- Comply with all current health and safety regulations and practices on site.
- Conduct preventative maintenance work.
- Conduct follow-ups on all maintenance and repair work.
- Conduct safety inspections as scheduled.
- Establish strategies to meet workload demands on time.
- Communicate well with Management.
- See schedule below for example of rotating duties.

### Maintenance Position Requirements:

- Solid understanding of health and safety regulations and practices.
- Self-starter, highly motivated, attentive to details
- Good communication and interpersonal skills.
- Works well under pressure and meets tight deadlines.
- Computer literate with capability in email, MS Office and related communication tools.
- Self-starter with strong time management skills.
- Strong decision-making and problem-solving skills.

### Rotating Responsibilities (not limited to):

#### Daily duties

- Inspect garages, walkways, pool decks, lighting fixtures and benches and attend to problems as needed.

- Inspect pool pump house and equipment for problems.
- Attend to work orders/problems reported by owners or renters as prioritized by Manager.
- With assistance from the Manager, oversee quality of work performed by contractors on common area property or equipment.
- Assure that exterior doors are closed and secured.

#### **Weekly Duties**

- Roll out recycling and trash brands prior to arrival of Waste Management.
- Inspect lawn sprinkling system problems, replace sprinkler heads when necessary.
- Notify Manager of need for supplies in a timely basis.
- Inspect and clean barbecues as necessary.

#### **Quarterly Duties**

- Disinfect dumpsters, sweep and power wash storage areas.
- Lubricate garage doors.
- Proactively review Tortuga to identify problems and opportunities for preventative maintenance.
- Exercise fire pump,

#### **Semi-Annually**

- Power wash pool loungers.
- Power wash shower stalls.
- Remove mold and mildew were necessary.

#### **Annually**

- Install 'turtle lights' as needed; extinguish courtyard lights (May 1 to Oct 1); and otherwise prepare Tortuga for seasonal compliance with State and County Sea Turtle Codes.
- Power-wash walkways and hallway walls.
- Power-wash pool deck in October.
- Help owners install/uninstall holiday lights in landscape.

#### **Periodic Duties**

- Cover certain office duties in the absence of Manager: open/close office; sign out keys, and monitor phone messages.
- Measure in order replacement of window screens that are bent or otherwise damaged.
- Provide assistance to building committee and grounds committee as needed for projects.
- Prepare and repaint metal doors as necessary.
- Apply weed/grass control product to driveway cracks and edges as necessary.
- Secure the property (take in pool furniture, remove flag, etc.) in advance a tropical storm or hurricane.
- Replace broken or stained ceiling tiles and social area and laundry rooms.
- Paint/replace vents in elevator cabs.
- Clear beach walkways of plant growth.
- Replace or repair lights.
- Check water supply systems, and emergency generator and report signs of any problems.

#### **Summer Projects**

Various projects to be done as determined by Board of Directors, committees, and Manager.