

Ashley Management Corporation

POSITION DESCRIPTION

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| Position: Painter | |
| Department: Maintenance | Reports to: Maintenance Superintendent |
| Classification: Non-Exempt | Date: June 2015 |

PURPOSE: Assist maintenance technicians and managers with maintaining the physical condition of the property according to company operating and safety standards, with a focus on painting/turnover by performing the following duties:

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| Duties & Responsibilities: Essential Duties and Functions are numbered in the list below. Non-Essential Duties may also be listed if appropriate for the position description. | |
| 1. | Perform painting/turnover work, including, but not limited to, taking out all trash, carpet removal, filling in nail holes, and or repairing dry wall, painting of all walls and ceilings, as required, making such repairs (such as minor plumbing & electrical repairs) to the units as needed according to the vacant make-ready sheet supplied by the property or property specifications. |
| 2. | Complete assigned service requests properly and in a timely manner. |
| 3. | Follow all safety policies and procedures. |
| 4. | Maintain polite and professional customer service and co-worker relationships. |
| 5. | Report to the supervisor any physical condition of the property that jeopardizes safety or otherwise is needing repair. |
| 6. | Extended working hours should be anticipated to meet challenging and inconsistent demands of property, including seasonal issues such as preparing recreational facilities, high turnover periods, etc. |
| | Assist with the scheduling and completion of make ready units. |
| | Assist with preventive program that minimizes emergency repairs, service requests and the use of outside contractors. |
| | Continuous vigilance of property in consideration of issues affecting curb appeal and safety. |
| | May require the ability to serve on-call, as scheduled or as necessary. |
| | Participate in company training and meetings as required. |
| | Other duties as necessary or assigned. |

Supervision Provided: No direct reports. Works laterally with other specialists.

QUALIFICATIONS: To perform this position 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.

Education & Experience (minimum required to enter the position): No specific level of education is required. Minimum of one year previous experience or comparable experience in property management maintenance, painting or other building maintenance or related trade.

Required Skills or Knowledge: Must be able to diagnose problems with and repair the following:

- Basic - Intermediate plumbing
- Basic - Intermediate electrical
- Dry wall
- General carpentry
- Wallpaper/painting
- Sanding, staining and sealing
- Dap and caulk
- Texture and acoustic
- Tape and float
- Cleaning / General housekeeping
- Ice/Snow removal
- Mold awareness
- Asbestos awareness (when applicable)

Technical Competencies: EPA Certification (not required, but a plus)
Valid Driver's License, current automobile insurance and acceptable driving record.
Other licenses and certifications as required by federal, state and local law.

Language Skills: Ability to read and interpret documents in English, such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills: Ability to perform basic math.

Reasoning Ability: Ability to apply common sense understanding to carry out written or oral instructions.

Physical Demands and Environmental Conditions:

Spend 90%+ of time performing hands on painting/repairs/maintenance/turnover work.

Ability to transport or move a minimum of 50 lbs. variable distances; the mobility and flexibility to use ladders and to access and work in confined spaces or at heights in excess of eight to nine feet

Ability to work outdoors in temperatures exceeding 90 degrees or below 10 degrees Fahrenheit.

Ability to personally perform general maintenance repair tasks without endangering themselves, residents or co-workers.

Equipment Used: Employee is required to provide and maintain basic hand tools. This position may require the use of the employee's personal vehicle to transport tools and supplies around the property. Ability to drive a vehicle without jeopardizing the safety of residents and fellow co workers.

Ability to use general maintenance equipment, including but not limited to: hand tools, ladders, paint equipment, shampooers, blowers, power washer, sandblaster, and required safety equipment. Requires individual to wear maintenance uniform and any necessary personal protective equipment (PPE.)

Approval and Agreement of Position Understanding:

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____