

Maintenance Position

Job Description

This position reports to the non-resident property manager and is responsible for ensuring that all common areas are in good working order and are 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 position will attend to minor problems daily and notify management about major problems that require repair or construction work beyond the scope of the maintenance person's responsibility or skill set. This position will not perform any work for the association that requires a license that the employee 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.

Maintenance Position Responsibilities:

- Inspect sites 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 Property Management.
- See attached schedule 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
- 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.
- Oil garage doors.
- Proactively review Tortuga to identify problems and opportunities for preventative maintenance.

Semiannually

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

Annually

-Prepare storage. Prepare Tortuga for compliance with Sarasota county sea turtle ordinance. Install light shields, courtyard lights extinguished (April).

-Power wash walkways and hallways walls according to builders/supplier specifications.

-Power wash pool decks in common area screens in October.

- Hang holiday lights.

Periodic duties

-Paint window frames that are showing signs of pitting or erosion.

-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.

-Sand off rust and repaint metal doors as necessary.

-Apply weed/grass control product to driveway cracks and edges as necessary.

-Assure that all exterior fixtures and furnishings are secured and Vance a tropical storms or hurricanes.

-Replace broken or stain ceiling tiles and social area and laundry rooms.

-Paint vents in elevator cabs.

- Clear beach walkways of plant growth.

-Replace or repair pathway hallway lights.

-Inspect generator in a building and report any problems to the manager.

Summer projects

Projects as determined by building committee and Board of Directors.