

Reports to: Property Manager

Department: Property Management

Classification: Full Time

Status: Non-exempt

Date: 06/12/2018

POSITION SUMMARY:

Maintain and repair all physical structures/buildings and grounds owned and operated by SEK-CAP.

ESSENTIAL FUNCTIONS:

- Review and analyze production schedules and estimate work hour requirements for completion of job assignment
- Account for work time and job results for each work assignment
- Establish or adjust work procedures to meet production schedules
- Maintain proper inventory of tools, equipment, and supplies
- Make repairs and paint interior and exterior of all agency properties
- Inspect completed work for conformance to blueprints, specifications, standards, and work orders
- Maintain and submit completed work orders to immediate supervisor in a timely manner
- Physically inspect rental units owned by SEK-CAP
- Accurately report results of inspection to direct supervisor
- Provide follow up and/or reinspection of property as needed
- Perform grounds/landscaping maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse
- Perform general cleaning and upkeep of the interior and exterior of agency properties, including dusting, sweeping, mopping, vacuuming, and window washing
- Advocate for SEK-CAP in the community
- Maintain and promote positive public relations
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-service training and staff meetings, as scheduled
- Responsibility to report any suspected abuse or neglect to appropriate authority
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE:

Essential:

- Ability to work with minimal supervision
- Ability to use carpentry, power tools, and measuring devices safely and accurately
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing
- Must be able to work irregular hours, if necessary, to complete assigned work in the required time frame
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers

- Ability to learn and adapt

Desired:

- Previous carpentry, home construction, or building maintenance experience
- Basic computer skills

EDUCATION AND QUALIFICATIONS:

- High School Diploma or its equivalent
- Have or be willing to obtain Housing Quality Standards (HQS) Inspection Certification
- CPR/FA Training
- Possess current, valid driver’s license and be insurable by the organization’s motor vehicle insurance carrier
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test as requested

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to 50 pounds
- Regularly use a ladder to perform maintenance as needed
- Access all areas of homes including crawl spaces, attics and roofs as needed
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Supervisor

Date