

# Job Description – Maintenance Crew Member

## Section 1: General Information

**Company Name:** A L Burke Inc  
**Department:** Service Department  
**Job Title:** Maintenance Crew Member  
**Position Reports to:** Service Manager

**FLSA Status** Non-Exempt

## Section 2: Summary

Maintenance crew members play a key role in assuring all rental properties to a high standard of interior and exterior conditions. \_\_\_\_\_

In addition to routine and irregular maintenance, they are also subject to helping rehab vacant rental units when needed. \_\_\_\_\_

## Section 3: Principal Duties and Required Skills

### Essential Responsibilities:

1. Assist and perform year- round routine and irregular landscaping  
\_\_\_\_\_
2. Assist and perform basic repairs and sometimes routine repairs, as well as preventative maintenance when required.  
\_\_\_\_\_
3. Assist and perform repairs such as flooring, painting, basic plumbing, basic electric, smoke detectors, etc when needed.  
\_\_\_\_\_
4. Snow and ice removal services  
\_\_\_\_\_
5. Move furniture, appliances, equipment, and various construction materials.  
\_\_\_\_\_
6. Utilize a variety of hand and power tools, as well as grounds maintenance equipment/vehicles.  
\_\_\_\_\_
7. Undertake duties as assigned including emergency tasks that may arise.  
\_\_\_\_\_

8. Communicate with assigned manager regarding daily tickets before for a worksite.  
\_\_\_\_\_
9. Utilizing Rent Manager Software to keep track of service tickets and projects completed on the work site.  
\_\_\_\_\_
10. Completing a variety of service tickets that is ever changing in a timely and professional manner.  
\_\_\_\_\_
11. Call and communicate with assigned manager to complete tickets, walk through problems and develop creative, long term solutions.  
\_\_\_\_\_
12. Any other task or project assigned by assigned manager.  
\_\_\_\_\_

**Non-Essential Responsibilities:**

1. Receiving material orders and restocking warehouse supplies.
2. Cleaning and emptying rental units

**Supervisory Responsibilities:**

1. Does this job have hiring and terminating responsibilities? **No**

**Language Skills:**

**Minimum Skills:**

Ability to read limited number of two and three syllable words and to recognize similarities and differences between words and numbers. Ability to print and speak simple sentences.

**Mathematical Skills:**

**Minimum Skills:**

Ability to add, subtract two digit numbers and to multiply by 10's and 100's. Ability to perform these operations using units of American money and weight, measurement, volume, and distance.

**Reasoning Ability:**

**Minimum Skills:**

Ability to apply commons sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Computer Skills:**

- Project Management software – Rent Manager

**Section 4: Education/Experience Requirements**

**Education**

**Years of Experience**

No Degree Required and

1 year

## Specialized Training:

Some construction or trade experience is preferred.

Some lawn care experience is preferred.

## Certificates and Licenses:

Valid Driver's License

## Equipment:

Lawn Mower,  
Weed Wacker,  
Plow Truck with Salter,  
Tractor, Chainsaw,  
Basic hand tools,  
Power drill

## Section 5: Knowledge, Skills and Abilities

Professionalism

Time Management

Oral Communication skills

Ability to Learn

## Section 6: Physical Demands/Work Environment

### Physical Demands:

Physical/Sensory Functions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Stand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Sit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Use hands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Reach with hands and arms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Climb or balance	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>
Stoop, kneel, crouch or crawl	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Talk/Hear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X
Taste/Smell	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>
Lift and/or Move <i>Indicate weight in pounds.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X

10 -50

### Vision Requirements:

No Special Vision requirements

### Work Environment/Exposure to Environmental Conditions:

Description of Environmental Conditions	Amount of Time			
	None	Occasionally	Frequently	Regularly
Wet or humid conditions (non-weather)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work near moving mechanical parts	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>
Work in high, precarious places	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fumes or airborne particles	<input type="radio"/>	2	<input type="radio"/>	<input type="radio"/>
Toxic or caustic chemicals	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor weather conditions	<input type="radio"/>	<input type="radio"/>	X	<input type="radio"/>
Extreme cold (non-weather)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extreme heat (non-weather)	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>
Risk of electrical shock	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work with explosives	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Risk of radiation	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vibration	<input type="radio"/>	X	<input type="radio"/>	<input type="radio"/>

**Noise Level:**

Loud