

# Job Description – Rehab Crew Member

## Section 1: General Information

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

**FLSA Status** Non-Exempt

## Section 2: Summary

Rehab crew members need a multitude of skills to not only fix residential construction issues in rental units. But to start extensive construction projects from start to a finished and habitable rental unit.

## Section 3: Principal Duties and Required Skills

### Essential Responsibilities:

1. Inspecting property issues concerning water fixtures, electrical, flooring, walls, doors, windows, smoke detectors, painting, etc.  
\_\_\_\_\_
2. Fixing and repairing these issues within a rental unit.  
\_\_\_\_\_
3. Cleaning and refreshing rental units as needed.  
\_\_\_\_\_
4. Making sure rental unit is complete and ready for tenant arrival.  
\_\_\_\_\_
5. Assist and perform basic repairs, routine, and preventative maintenance when required.  
\_\_\_\_\_
6. Move furniture and appliances from rental units.  
\_\_\_\_\_
7. Use a variety of hand and power tools, lawn maintenance equipment and vehicles.  
\_\_\_\_\_

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

**Non-Essential Responsibilities:**

1. Cleaning and emptying rental units  
\_\_\_\_\_
2. Assisting the service department complete and maintain efficiency on projects

**Supervisory Responsibilities:**

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

**Language Skills:**

**Basic Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

**Mathematical Skills:**

**Basic Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:**

**Intermediate Skills:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

- Project Management software – Rent Manager

## Section 4: Education/Experience Requirements

### Education

No Degree Required and

### Years of Experience

2 – 4 years No Prior Experience Required

### Specialized Training:

Experience in HVAC industry preferred

Experience in Carpentry preferred

General Contractor experience required at minimum

### Certificates and Licenses:

Valid Driver's License

### Equipment:

Table saw

Hand tools

Various drills

Power tools needed for construction projects

## 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	○	○	○
Work near moving mechanical parts	○	x	○	○
Work in high, precarious places	x	○	○	○
Fumes or airborne particles	○	2	○	○
Toxic or caustic chemicals	x	○	○	○
Outdoor weather conditions	○	○	x	○
Extreme cold (non-weather)	x	○	○	○
Extreme heat (non-weather)	○	x	○	○
Risk of electrical shock	x	○	○	○
Work with explosives	x	○	○	○
Risk of radiation	x	○	○	○
Vibration	○	x	○	○

**Noise Level:** Loud (examples: metal can manufacturing department, large earth-moving equipment)