



GRACE MGMT INC.
A CPF LIVING COMPANY

JOB DESCRIPTION
Grace Management, Inc.

Position: Maintenance Technician

Reports to: Executive Director

Summary of Duties

Community buildings and grounds are the physical representation of our commitment to the health and happiness of our residents. It is the responsibility of the Maintenance Technician to ensure the safety and upkeep of the building, equipment, and the grounds. Additional responsibilities include the general maintenance operations for exterior and interior of the facility which includes electrical, refrigeration, plumbing, heating and cooling, structural, grounds care, and parking area. Renders quality maintenance services which meet resident needs and services and enhance safety. This position may be responsible for more than one community location. This position reports to the Executive Director.

Essential Functions

- Ensures maintenance/repair service level is maintained to include electrical, plumbing, refrigeration, heating and cooling, structural facilities and grounds, and parking areas.
- Ensures timely response to requests for services by residents, associates, and management to include repair or replacement of all interior fixtures and furnishings.
- Monitors the level and quality of services performed by outside contractors in accordance to all lease agreements, service contracts, and warranties.
- Maintains accurate records to include serial numbers of all equipment.
- Ensures implementations of ongoing preventive maintenance and energy conservation programs.
- Maintains emergency procedures and equipment and assists with the implementation of all emergency procedures for the safety of all guests and associates.
- Maintains a clean and orderly work environment free of hazards.
- Maintains adequate inventory of tools and supplies for maximum associate productivity.
- Cleans light fixtures and replaces designated light bulbs.



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- Cleans the outside of resident apartment doors.
- Operates, maintains, and cleans housekeeping equipment such as vacuum cleaner, buffer, shampoo machine, and mop unit.
- Performs heavy cleaning and moving of furniture and fixtures in apartments and throughout the community.
- Manages/performs apartment turn-over duties in assigned resident apartments.
- Complies with community policies and procedures.
- Is a team player, is collaborative, and provides assistance to other associates to contribute to the smooth operation of the department and community.
- Demonstrates safe and proper techniques for chemical/cleaning solutions.
- Demonstrates knowledge of emergency and safety procedures.
- Demonstrates knowledge of proper infection control technique including cleaning, storage, and food handling.
- May be required to come to the community during “off hours” to address building emergencies to ensure the safety of the residents, associates, and the community.

Non-Essential Functions

- Supports and participates in the resident centered activity programs.
- Participates in projects or committees as assigned.
- Attends all associate meetings including in-service education and associate functions as requested by supervisor.
- Assists in variety of tasks involving residents as assigned.

Knowledge, Skills, Abilities, and Experience

- High School Diploma or GED required.
- Minimum two to three years of experience in maintenance, carpentry, plumbing, electrical or HVAC, and repair of minor equipment.
- The ability to speak, read, and write in English.
- Must be able to push loaded cart and use vacuum cleaner, buffer, and carpet cleaning machines.
- Ability to lift at least 40 pounds.
- Must be able to relate to residents and staff in a courteous and diplomatic manner under all circumstances.
- Must have valid driver’s license and ability to drive between multiple locations if required.



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- Must be able to work flexible hours.
- Must be in good physical health and free of communicable disease.
- Successful criminal background check and drug testing required.
- Mechanical aptitude.
- Knowledge of proper cleaning materials and their use.
- Experience in maintenance and repair of minor equipment.
- Must be friendly and have excellent people skills.
- Physical requirements include bending, standing, lifting, stooping, sitting, carrying, stretching, and walking.
- Must have manual dexterity to operate equipment.
- Ability to get along with others.
- Ability to follow directions.