



**TOTAL ACTION AGAINST POVERTY
JOB DESCRIPTION**

JOB TITLE: Maintenance Assistant
COMPONENT: Property Management and Maintenance
SALARY: \$9.00 per hour
CLASSIFICATION: Non-exempt

DEFINITION AND PURPOSE:

Primary responsibility is for activities used in preparing apartments and properties for tenants.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Maintenance Superintendent
Supervises: No one
Coordinates with: Planner/Scheduler and Maintenance Superintendent

RESPONSIBILITIES:

- Follows painting and cleaning procedures.
- Keeps work and storage space clean.
- Performs all duties safely in assigned work areas.
- Reports needed repairs to supervisor daily.
- Makes reports on apartments and properties as needed.
- Follows all environmental procedures and polices.
- Secures building each night before leaving.
- Paints vacant apartments, hallways, and buildings as required.
- Assists with repairs and HVAC systems.
- Assists with snow removal as needed.
- Assists with evictions or abandonment of apartments by removing apartment dwellings.
- Assists in operating the office as needed.
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of cleaning methods, materials and tools or equipment used in preparing surfaces and painting wood, metal, plaster or sheet rock surfaces.
- Comprehensive knowledge of general maintenance equipment.
- Comprehensive knowledge of the occupational hazards and safety precautions in the workplace.
- Ability to prepare estimates and order materials.
- Some knowledge of simple carpentry, electrical and mechanical practices.
- Ability to prepare plans and detailed reports.
- Ability to communicate with staff/clients of various social/ethnic/economic backgrounds.
- Able to work in a team work environment.
- Knowledge of the qualities of various paints, varnishes, shellac and enamel.
- Ability to maintain simple financial records.
- Ability to understand and follow simple oral and written instructions.
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TRAINING, EDUCATION AND EXPERIENCE:

- High School diploma or GED.
- Experience in building maintenance, painting, and client transport.

SPECIAL REQUIREMENTS:

- Valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Willing to alter working hours and attend meetings as necessary.
- Physically able to perform job duties as follows:
 - Climb ladders and stairs.
 - Lift a minimum of 50 pounds unassisted.
 - Stand or sit for long periods of time.
 - Work outside for long periods of time, sometimes in inclement weather.
 - Work in unsanitary conditions.

If position requires tools, TAP will purchase the needed tools. The employee using the tools will be responsible for the care/maintenance of the tools. If any tool(s) are damaged or malfunctions, the employee will return the tool(s) to the TAP office for replacement. If the tool(s) are lost, TAP will replace the first tool(s) lost, however the employee using the tool(s) will be responsible for replacing any tool(s) lost after the first one(s) are replaced.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Affirmative Action/Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply

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Revised: 11-1-12