

## **MAINTENANCE ASSOCIATE**

### **LEGACY VILLAGE**

#### **Position Summary**

- Serves as a member of the maintenance team that is responsible for maintaining the property at Legacy Village in a first-class manner. Responsibilities include general maintenance, trash removal and delittering, snow removal and de-icing during winter months, special event set-up/tear-down, cleaning, wipe downs, general housekeeping needs and other duties as assigned.

#### **Essential Job Functions:**

- Employees will be responsible for removing trash and debris (including cigarette butts, paper, gum, garbage, etc.) from, but not limited to:
  - All Common Areas
  - Corridors
  - Landlord Mechanical Rooms
  - Parking Garages
  - Parking Areas
  - Landscaped Areas
  - Docks
  - Detention basins and wooded areas
- Other Daily Tasks Include:
  - Emptying garbage receptacles and disposing into assigned dumpsters/ compactors.
  - Checking and running compactors.
  - Checking grease levels in used cooking oils bins.
  - Working with and directing sweeper trucks.
  - Cleaning and wiping all common area doors and windows, including vacant spaces.
  - Wiping down of all trash receptacles, ash urns, light pole bases, bollards, benches, planters, bike racks, parking meters, fencing, windowsills, common area signs and sign bases.
  - Snow removal and de-icing during winter months including blowing off excess ice melt product.

**“As Needed” Tasks:**

There are many other tasks involved in maintaining Legacy Village in a first-class manner that are not performed on a daily basis. These tasks may be performed on a weekly or monthly basis depending on the conditions. Some of these tasks include:

- Painting, power washing, window cleaning, property inspections and lighting reports, vehicle maintenance, holiday décor installation and more.

**Reporting:**

- All maintenance team members are managed by the Operations Manager of Legacy Village. Each workday, employees report directly to the shift supervisor who assigns all work to the team.

**Job Requirements:**

- Must have a minimum of three years property or facilities maintenance experience or other applicable trade experience.
- Must be mechanically inclined.
- Must be self-motivated to complete tasks quickly and efficiently.
- Must be a team player.
- Must have strong communication skills.
- Must be able to climb a ladder / slight incline.
- Must be able to lift 75 pounds.
- Must have a valid Ohio driver's license.
- Must be available to work nights and weekends.
- Employees must be outgoing and friendly. Maintenance team members are considered to be the Ambassadors of Legacy Village as they cross paths with a great deal of people while performing their duties. Greeting people, offering assistance and opening doors are just a few things that help to make people feel welcome.