



Community Housing Improvement Program

JOB DESCRIPTION FORM

DEPARTMENT	Property Management	LOCATION	Murphy Commons Apartments, Chico
JOB TITLE	Maintenance Specialist	REPORTS TO	Resident Manager
TYPE OF POSITION: Full Time / Non-Exempt		HOURS: 40 Per week / Monday - Friday	

JOB PURPOSE

The Maintenance Specialist provides high quality service to the Murphy Commons Apartment Community to ensure a safe and healthy environment for residents.

JOB FUNCTIONS

Essential Responsibilities:

- Ensure all day-to-day grounds/building maintenance is complete in a timely fashion.
- Make sure walkways are clear of debris and trip hazards.
- Inspect property exterior daily. Identify and log via work order any replacements or repairs.
- Maintain an inventory of all equipment.
- Maintain the shop and equipment in a clean, operable, and orderly condition including updating MSDS manual.
- At Resident Manager's request, schedule and supervise contract maintenance.
- Operate power and manual tools and equipment in a correct and safe manner for building and grounds maintenance and repair.
- To provide excellent customer service.
- When scheduled assist site manager in unit inspections, both periodic and annual.
- Assist Resident Manager in the development of a yearly work plan.
- Responsible for the complete and timely turnover of vacant units.
- Enter daily maintenance information into Property Management software.
- Maintain maintenance records in a timely and accurate manner using PM software.
- Become knowledgeable with the property rules and regulations in order to assist Resident Manager with enforcing them.
- To handle emergencies during normal work hours as well as being on call after hours.
- Any other duties assigned by the Facilities Manager or the Director of Property Management.





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REQUIRED KNOWLEDGE AND SKILLS

- Must be a team player.
- Must have mechanical aptitude.
- Ability to correctly and safely operate power and manual tools and equipment for grounds and building maintenance, i.e. pressure washer, chainsaw, lawnmower.
- Ability to communicate effectively with the public and small groups.
- Able to follow written instructions (in English).
- Willing to carry cell phone 24 hours per day, 7 days per week, and respond to emergencies in a timely manner.
- Perform maintenance in severe weather conditions.
- Willing and able to drive own vehicle as needed to service the different properties to which you will provide maintenance.

DEPARTMENT	Property Management	LOCATION	Chico, 1001 Willow St. Office
JOB TITLE	Maintenance Specialist	REPORTS TO	Resident Manager

QUALIFICATIONS AND EDUCATION

Must have reliable vehicle, current valid California Driver's license and be insurable under the criteria established by CHIP's general liability carrier. Must provide current proof of insurance at the levels specified by the CHIP travel policy.

PHYSICAL DEMANDS

See Attached
Reasonable accommodations as required by the Americans with Disabilities Act (ADA) will be made available as necessary. Requires successful completion of a conditional offer physical examination conducted by Enloe Occupational Health Center.

WORKING CONDITIONS

See attached

REVIEWED BY	Jon Kressin	TITLE	Director of Property
APPROVED BY	David Ferrier	TITLE	President/CEO
DATE DEVELOPED	May 18, 2016	DATE REVISED	May 17, 2017
SUPERVISOR'S SIGNATURE			
EMPLOYEE SIGNATURE			

Employment with CHIP is at will for the employee and the employer. CHIP is an equal opportunity employer.

Community Housing Improvement Program, Incorporated (CHIP) is a private, non-profit corporation, which has been in business since 1973. CHIP's mission is to improve, expand and provide housing and related services to Butte, Glenn, Tehama, Shasta, Yuba, Sutter and Colusa Counties and other areas of northeastern California.

Physical Demands and Working Conditions Assessment

Position Title:	Maintenance Specialist
Date:	07/14/14

Activity Requirements (check as many as may apply)

X	Standing	Standing is required for sustained periods of time.
X	Walking	Workers are required to move about on foot to accomplish tasks, particularly for long distances or to move from one work site to another.
	Balance	Workers are required to maintain balance when walking, standing or crouching, even on narrow, slippery or moving surfaces. Check only if the amount of balancing required could be considered excessive or out of the ordinary.
	Climbing	Workers are required to go up and/or down stairs, ladders, scaffolding, poles, etc. using their feet/legs and/or hands/arms. Check only if the amount and kind of climbing required could be considered excessive or out of the ordinary.
	Reaching	Requires workers to extend their hands/arms in any direction.
X	Stooping	Workers are required to bend down and forward from the waist. Check only if a considerable amount of stooping occurs and if it requires full motion of the legs, feet and back muscles.
X	Kneeling	Requires bending legs at the knee to come to a rest on knee(s).
X	Crouching	Requires bending the body downward and forward by bending the leg(s) and spine.
X	Crawling	Workers are required to move about on hands/knees or hands/feet.
X	Pulling	Requires using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
X	Pushing	Requires using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
X	Lifting	Workers are required to raise or lower objects or move objects from place to place. Check only if considerable lifting is required and includes substantial use of upper arms/hands and back muscles.
X	Fingering	Requires picking up, pinching, twisting, typing or working primarily with fingers (as opposed to working with the whole hand).
X	Grasping	Workers are required to hold onto objects with their fingers/palms.
X	Talking	Requires workers to express themselves by speaking. Includes conveying detailed or important spoken instructions accurately, loudly, or quickly.
X	Hearing	Workers are required to distinguish sounds at normal levels (with or without correction) and be able to receive detail information orally, and to discriminate between sounds.
X	Repetitive Motion	Requires workers to move their wrists, hands, and/or fingers repetitively.
	Other	

Physical Requirements (check only one)

	Sedentary Work	Requires workers to expend up to 10 pounds of force occasionally and/or smaller amounts of force frequently. The force is used to lift, carry, pull or otherwise move objects. Jobs are considered sedentary if walking and standing are required only occasionally.
	Light Work	Requires workers to expend up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or smaller amounts of force frequently. NOTE: If the work requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
X	Medium Work	Requires workers to expend up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force routinely.

Physical Demands and Working Conditions Assessment

	Heavy Work Requires workers to expend up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force routinely.
	Very Heavy Work Requires workers to expend over 100 pounds of force from time to time and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force routinely.
	Other
Visual Requirements (check only one)	
X	Workers are required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects, operating machinery; using gauges and other measuring devices; and/or assembling parts with close eye contact.
	Workers are required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry, plumbing, painting, and repairing machinery.
	Workers are required to operate motor vehicles and/or heavy equipment such as forklifts, backhoes, and/or bulldozers.
	Workers are required to review/inspect their assigned work, the work of others, or facilities or structures.
	Other
Working Conditions (check as many as may apply)	
X	Workers are subjected to inside environmental temperature changes.
	Workers are subjected to outside environmental factors with no structural protection from the weather.
X	Workers are subjected to both inside and outside environments.
	Workers are subjected to extreme temperatures that are typically below 32 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.
	Workers are subjected to extreme temperatures that are typically above 100 degrees for more than one hour at a time. May be subjected to other environmental conditions, such as wind and humidity.
	Workers are subjected to excessive noise including enough noise to cause workers to shout in order to be heard above the ambient noise level.
	Workers are subjected to vibrations and/or oscillating movements of the hands/arms, legs/feet, or whole body.
X	Workers are subjected to hazards such as: operation of and/or proximity to machinery with moving parts; moving vehicles; high voltage electricity; scaffolding/high places; and/or high heat or hazardous chemicals.
X	Workers are subjected to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dust, mists, gases and/or poor ventilation.
	Workers are frequently in close quarters such as: crawl spaces, shafts, manholes, small-enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
	Workers are required to function in narrow aisles or passageways.
	None. The worker is not substantially exposed to adverse environmental conditions (normally engages in typical office or administrative work).
	Other
Approvals	
Supervisor:	
Program Director:	
H.R. Staff	