

**COLONIAL PARK APARTMENTS  
748 SHARON AVENUE  
PARK CITY, ILLINOIS**

**MAINTENANCE TECH  
JOB DESCRIPTION**

- Live on-site (where possible)
- Assist in turning over units; Cleaning, patching, etc..
- Garbage pickup outside of property
- Sweep and mop floors.
- Change light bulbs; Building (inside and outside common areas)
- Assist in repairs of appliances, plumbing, electrical, and carpentry where a skilled craftsman is not necessary.
- Assist in snow removal, roof and grounds maintenance where contracted services are not necessary.
- Assist in projects at the property
- Capable of climbing ladders and staircases.
- Must have a flexible schedule
- Ability to take direction and continue unsupervised
- Able to anticipate needs
- Will be working both inside and outside of the building
- Be available to answer all emergency alarms, or arrange for cover whenever possible. This means being on call 24 hours a day.
- Continuing Education is required.
- Must have High School diploma, or GED.
- Must be capable of safely lifting 40 lbs; heavier lifting may be required.
- Must have valid driver's license and reliable transportation and current insurance.
- Handle miscellaneous problems and duties as they arise.

**Job description and Benefits subject to change**

## BENEFITS

Hourly pay: Inquire with Gilena Borkowski at Colonial Park Apts. 847-662-1720  
Full-time position: 8AM-4PM, Monday through Friday; 1 hour lunch paid. No breaks.  
Two-week (10 days) vacation after the first year of full-time employment.  
Holiday pay (days are designated by the company every January, paid full time employment)  
Health/Dental insurance: ½ paid after 6 months of employment to begin the 7<sup>th</sup> month with employee share deducted from payroll with full time employment.  
Hourly pay is paid on a 26-pay period bi-weekly on Friday with option of direct deposits  
Continuing education paid with a passing grade of “C” or better/ reimbursement  
Personal/sick (5 days) provided after 6 months of full-time employment  
401K benefits after 6 months of employment to begin the 7<sup>th</sup> month; employer match up to 4% of participating employee (part time employees eligible).  
Section 125 program pretax health/dental insurance  
Company cell phone paid up to \$35.00; overage deducted from employee payroll immediately

30 day introductory period with a review.

6 month introductory period with a review.

Annual review.

Credit check, background check, drug testing and physical required once job position has been offered and accepted. Must be taken within 48 hours of job offer.

I9 and W4 to be filled out along with other required pre-employment and employment forms.

Smoke-free building in all common areas, maintenance areas and office  
Casual attire; Company shirts and safety shoes provided

Job description is subject to change without notice.

Updated 1/23/2007