

PRAIRIE VIEW APARTMENTS
NORTH CHICAGO, ILLINOIS 60064

POSITION TITLE: BUILDING/GROUNDS MAINTENANCE TECHNICIAN

REPORTS TO: BUILDING/GROUNDS MAINTENANCE SUPERVISOR

OVERALL PURPOSE:

This position responsibility is to perform a variety of building maintenance work inside and outside of all buildings in the Prairie View Apartments community.

QUALIFICATION/BASIC JOB REQUIREMENTS:

- Requires knowledge, skills and mental development equivalent to completion of four (4) years of High School, or successful completion of a GED program.
- Must have knowledge and ability to operate janitorial and lawn/snow care equipment.
- Must be able to lay and replace flooring.
- Requires knowledge, skills to use power tools.
- Must be able to work in all types of weather condition.
- Must be able to crawl, stoop, reach, bend, push, climb and lift at least 75lbs.
- Must have knowledge of basic plumbing, painting, carpentry and electrical work.
- Must have a valid Illinois Drivers' License

ESSENTIAL FUNCTIONS:

- Follow directions
- Work independently and effectively
- Perform preventative maintenance inside and outside the buildings (to include basements, crawl spaces, stairwells of all buildings.)
- Dust, sweep, mop, buff floors, clean offices and restrooms.
- Do routine cleaning of grounds around buildings and dumpsters
- Perform light painting and plumbing as needed.
- Clean and repair vacant units' in specified time.
- Snow removal
- Required to take on-call emergency pager when necessary.
- Required to work every other weekend
- Perform work orders in a timely manner
- Attend required maintenance training sessions/classes.

OTHER FUNCTIONS:

- Pick up cleaning gear and do errands as required.
- Maintain equipment in safe working condition.
- Perform any miscellaneous duties upon request.

- **Job description subject to change without notice**

THE DEBRULER IS AN EQUAL OPPORTUNITY EMPLOYER.

I _____ acknowledge that I have read the Job Description as presented to me and accept the requirements of the position. I also understand by accepting these requirements this is not an offer of employment. I also understand the Job Description is subject to change without notice.

Signed: _____

Date: _____

Revised April, 2005

BENEFITS

Salary: Inquire with Sandra McDonald at Prairie View Apts 847-689-1222 Hourly position

Full-time position: 7AM-3PM, Monday through Friday; 1 hour lunch paid. No breaks.

Two-week (10 days) vacation after the first year of employment.

Holiday pay (days are designated by the company every January)

Health/Dental insurance: ½ paid after 6 months of employment to begin the 7th month with employee share deducted from payroll.

Salary is paid on a 26-pay period (every two weeks)

Continuing education paid with a passing grade of “C” or better/ reimbursement

401K benefits after 6 months of employment to begin the 7th month; employer match up to 4% of participating employee.

30 day introductory period with a review.

6 month introductory period with a review.

Annual review.

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

I9 and W4 to be filled out.

Smoke-free building

Casual attire; Company shirts and safety shoes provided

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PVjobdes.word

Updated 2/2/04,1/23/2007