



<b>Position:</b> Painter	
<b>Department:</b> Maintenance	<b>Reports to:</b> Maintenance Superintendent
<b>Classification:</b> Non-Exempt	<b>Date:</b> August 2022

**PURPOSE:** Assist maintenance technicians and managers with maintaining the physical condition of the property according to company operating and safety standards, with a focus on painting/turnover by performing the following duties:

<b>Duties &amp; Responsibilities: Essential Duties and Functions are numbered in the list below. Non-Essential Duties may also be listed if appropriate for the position description.</b>	
1.	Perform painting/turnover work, including, but not limited to, taking out all trash, carpet removal, filling in nail holes, and or repairing dry wall, painting of all walls and ceilings, as required, making such repairs (such as minor plumbing & electrical repairs) to the units as needed according to the vacant make-ready sheet supplied by the property or property specifications
2.	Complete assigned service requests properly and in a timely manner
3.	Follow all safety policies and procedures
4.	Maintain polite and professional customer service and co-worker relationships
5.	Report to the supervisor any physical condition of the property that jeopardizes safety or otherwise is needing repair
6.	Extended working hours should be anticipated to meet challenging and inconsistent demands of property, including seasonal issues such as preparing recreational facilities, high turnover periods, etc.
7.	Assist with the scheduling and completion of make ready units
8.	Assists with the preventative program that minimizes emergency repairs, service requests and the use of outside contractors
9.	Continuous vigilance of property in consideration of issues affecting curb appeal and safety
10.	May required the ability to serve on-call, as scheduled or as necessary
11.	Participate in company training and meetings as required
12.	Any other duties as assigned by management

**Supervision Provided:** No direct reports. Works laterally with other specialists.

**QUALIFICATIONS:** To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

<b>Education &amp; Experience (minimum required to enter the position):</b> No specific level of education is required. Minimum of one-year previous experience or comparable experience in property management maintenance, painting or other building maintenance or related trade.	
<b>Required Skills or Knowledge:</b> Must be able to diagnose problems with and repair the following:	
<ul style="list-style-type: none"> <li>• Basic - Intermediate plumbing</li> <li>• Basic - Intermediate electrical</li> <li>• Dry wall</li> <li>• General carpentry</li> <li>• Wallpaper/painting</li> <li>• Sanding, staining, and sealing</li> <li>• Dap and caulk</li> <li>• Texture and acoustic</li> <li>• Tape and float</li> <li>• Cleaning / General housekeeping</li> <li>• Ice/Snow removal</li> <li>• Mold awareness</li> <li>• Asbestos awareness (when applicable)</li> </ul>	
<b>Technical Competencies:</b> EPA Certification preferred. Valid Driver's License – current automobile insurance and acceptable driving record. Other license and certifications as required by federal, state and local law.	
<b>Language Skills:</b> Ability to read and interpret documents in English, such as safety rules, operating and maintenance instructions, and procedure manuals.	
<b>Mathematical Skills:</b> Ability to perform basic math.	
<b>Reasoning Ability:</b> Ability to apply common sense understanding to carry out written or oral instructions.	
<b>Physical Demands and Environmental Conditions:</b>	
At least 90% of time is spent performing hands on painting/repairs/maintenance/turnover work. Ability to transport or move a minimum of 50 lbs. variable distances; the mobility and flexibility to use ladders and to access and work in confined spaces or at heights more than eight to nine feet. Ability to work outdoors in temperatures exceeding 90 degrees or below 10 degrees Fahrenheit. Ability to personally perform general maintenance repair tasks without endangering themselves, residents or coworkers.	
<b>Equipment Used:</b> Employee is required to provide and maintain basic hand tools. This position may require the use of the employee's personal vehicle to transport tools and supplies around the property. Ability to drive a vehicle without jeopardizing the safety of residents and fellow coworkers. Ability to use general maintenance equipment, including but not limited to: hand tools, ladders, paint equipment, shampooers, blowers, power washer, sandblaster, and required safety equipment. Requires individual to wear maintenance uniform and any necessary personal protective equipment (PPE.)	

*The above job description is not a contractual or binding document, nor does it alter the employment at-will status. It is provided as a guide to the types of essential duties required to be performed. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in business requirements.*

*I have reviewed and understand the job description and believe it to be accurate and complete. I understand that BMW Management Co. LLC retains the right to change the Job Description as they deem necessary. I will follow and adhere to my Job Description to the best of my ability.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_