

LUMINEST JOB DESCRIPTION

Position Title: Maintenance Mechanic

Reports To: Property Manager

Direct Reports: Maintenance Laborer

Position Classification: Non-Exempt

Position Responsibilities:

- Follow the SERVE leadership model and demonstrate it regularly.
- Provide leadership and guidance in all maintenance decisions for LumineSt facilities.
- Model workplace safety and ensure adequate safety precautions are taken at all times.
- Supervision and performance of skilled tasks in maintenance operations and repair of a variety of buildings, grounds facilities and structures; and to assist in related work as required.
- Independently plan and schedule specific maintenance functions related to LumineSt facilities. Examples of, but not limited to, snow removal, unit turnover, supply inventory control, work order scheduling and completion, general cleaning and grounds maintenance.
- Support Property Manager in planning and tracking maintenance operations budget and expenditures.
- Perform development inspections.
- Assist the property manager with all performance evaluations for any direct reports assigned.
- Perform other duties as required.

Position Skills:

- Knowledge of common methods, materials and equipment used in carpentry, painting, electrical, plumbing and mechanical trades, lawn care and grounds.
- Ability to use, operate, and care for power and hand tools related to the building and maintenance trades.
- Knowledge of trade practices, methods, materials, and tools used in maintenance operations.
- Ability to understand and follow state and local regulations applicable to facility maintenance operations.
- Ability to estimate building and repair costs.
- Ability to plan, organize, review, and administer facility maintenance operations.
- Ability to effectively communicate both orally and in writing.

- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents and local, state and federal officials.

Position Qualifications:

- Any combination equivalent to high school/vocational school degree and four or more years' experience in the construction or maintenance profession.
- Valid driver's license.

Company Framework: The purpose of this job description is to outline the structure within which this position is to operate and to assure a general understanding of the associated expectations. Throughout the course of performing job functions, it is essential that these job responsibilities are carried out within the larger framework of Luminest's strategic plan, as well as, its Mission, Vision, and Core Values. Employees are expected to be engaged in valuing and growing in these core values: Service, Integrity, Accountability, and Teamwork.

The job functions listed are not intended to be exhaustive or to exclude activities that may fall under other duties as assigned. This job description will also be used as a tool to evaluate employee performance and assess the nature of the fit between the employee and the job functions.

This document will be updated on an ongoing basis and reviewed and updated periodically with the employee as the company changes and necessitates revisions to this position. This document does not preclude reasonable accommodations.

We have each read, understood, and support the organizational team and position descriptions described above, as well as the Luminest Vision, Mission and Values.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Updated annually before each employee review