



***Our Mission:** Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.*

Title: Field Crew Associate
Department: Facilities
Reports to: Facilities Supervisor
Status: Full-Time, Hourly, Non-Exempt
Revised: February 2018
Pay Range: \$18-20/hour

General Description

Supports the Facilities Supervisor and Property Manager with cleaning and preparing residential and commercial properties through general maintenance and repairs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Responsible for completion of all maintenance service requests as assigned for specific property(ies)
2. Performs tasks associated with electrical, plumbing, carpentry, masonry and painting.
3. Assists Property Manager with repairs and treating structures such as showers, sinks, appliances, doors, cabinets, walls and building exteriors.
4. Performs minor maintenance tasks.
5. Assists with maintenance of grounds to include trash pick-up, sweeping sidewalks, shoveling, and landscaping.
6. Gets units ready for new move-ins.
7. Ensures safety practices are followed in compliance with all company, local, city, state, and federal guidelines.
8. Responds to work orders as assigned.
9. Follows Buckingham policies and procedures and complies with Fair Housing, state, and federal laws.
10. Responsible for early morning and/or weekend shoveling, during snowy season.
11. Performs other special projects and other job related responsibilities as assigned.

Minimum Qualifications

- 2 year's experience in general property maintenance
- High School Diploma or GED
- Valid and clean driver's license to be able to get to necessary job locations (with personal vehicle)
- OSHA 10 hour course a plus

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 60 lbs.

While performing the duties of this job, the employee is regularly required to stretch, talk and hear. The employee is frequently required to use hands to handle or feel items such as equipment and machines, stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may be loud and vary in temperatures.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.