

Villaggio in the Grove Association

Effective Date: September 1st, 2023

Position Title: Maintenance Staff

Supervisor: GRS Property Manager & Association Board of Directors

Position Summary:

The Villaggio maintenance staff is responsible for the general upkeep and repairs of the two properties, perform routine maintenance, preventive maintenance, and corrective maintenance, diagnose and repair broken assets, maintain a record of performed maintenance tasks, keep hand tools, power tools, and supplies organized and clean.

Follow safety precautions and adhere to the operation schedule.

The Villaggio maintenance staff schedule is as follow (Monday to Friday):

- Monday: Daily shift from 6.00 am to 2.30pm.
- Tuesday to Friday: Daily shift from 8.00 am to 4.30pm.
- 8.00am to 9.00am: walk the entire property (Villas and Towers outside, inside courtyard, corridors, pool, gym, etc..) to inspect and ensure property is clean and anticipate any issues.
- 9.00 am to 12.00 pm: Dedicate and focus on the Towers maintenance work.
- 12.00pm to 12.30pm: lunch break.
- 1.30pm to 4.30pm: Dedicate and focus on the Villas maintenance work.

Responsibilities and Duties:

- Must be punctual and adhere strictly to the daily schedule (start and finish shift).
- Responsible for vendor/contractor work compliance.
- Responsible to ensure that Association regulars vendors and contractors visit are logged according to the below standard:
 - Meet vendors/contractors before work starts and log arrival time, company's name, and employee name.
 - Collaborate with workers and other professionals during contract work.
 - Ensure clear understanding of work to be accomplished (do not have to stay with vendor/contractor for the duration of the work, but rather carry on with regular duties).
 - When work is completed, meet with vendor/contractor, and ensure work done according to specification and requirements.
 - Log completion time, vendor/contractor signature.

