



Creating eden-like life-changing environments!

Exterior Maintenance Technician Job Role - 2022

Assigned Person: TBD

Effective date: ASAP

Review Date: daily check-ins, Quarterly & Annual reviews/celebrations

1. Title of position: Exterior Beautification Expert

2. Purpose of position: Create life-changing environments for residents by providing a quality housing experience, specifically by maintaining the exterior of assigned Eden Property Management Townhomes apartments and homes by mowing and trimming, landscaping, power washing, cleaning, painting, etc. This should move into maintaining several townhomes, doing repair work as requests come in from residents, & making larger capital improvements as resources permit.

3. Reports to: Maintenance Team Lead for assigned properties

4. Relates closely with: Other Maintenance & Office team members as well as Residents

5. Personal qualities and requirements:

- A person of the highest character
- Experienced with exterior equipment needed in all facets of lawn care & maintenance to the exterior of buildings and grounds
- Friendly, a love & passion to ensure the needs of others are met
- A team player, chemistry on the team is a necessity, willing to help in anyway to help team win
- Responsive, responding quickly to calls and able to communicate well including by text message
- Resourceful (able to solve problems on own, use common sense)
- Able to lift heavy objects, climb ladders and work at high heights, get in tight crawl spaces
- Truck and tools
- TAKE CARE OF EQUIPMENT

7. Top three measurable priorities (outcomes/expectations)

- Maintenance Team Goal: All maintenance requests taken care of within 1 business day (except mid July through August or during plagues)
- Every potential renewing or future new resident on a survey would answer the homes & yards are in exceptional condition, clean and functioning, with great curb appeal
- Any rehabs/projects are completed efficiently and on time

8. Compensation:

Wage: Starting salary between \$15.00-\$20.00 per hour depending on experience and qualifications to be paid every other Friday via our payroll company.

All overtime calculated according to the Employee Policy Manual (per 40 hour + work weeks at 2x hourly wage, excluding vacation days but including Holidays). Overtime must be approved by the Maintenance Lead. Any emergency requests requiring time over per day or coming back into campus will be paid 2x including drive time.

Raises: On January 1st according to CPI (Consumer Price Index)
NOTE: Typical is around 2-3% per year to keep up with inflation (over \$1000 per year) is something we shoot for if business is good and you are good, however, depending on the environment and how quickly skill levels progress this could change. This raise is based on an employee scorecard filled out by the supervisor & reviewed annually with the employee – which is expected to be a time of encouragement/celebration more so than correction. I also prefer bonuses tied to performance over raises most of the time as well. We like to take care of our employees monetarily but in several other ways as well including our work environment. We hope you retire while still helping Eden Companies a lot of years from now. We are also developing a system to measure levels of ability that may be tied to raises.

Bonuses: Eden Companies establishes an annual bonus plan for each position. These bonuses are designed to drive the desired actions and behaviors consistent with our company's core values. Target bonus potential ranges from \$2,500 to \$5,000 annually.
Also going above and beyond on hours worked is bonused with double-time as mentioned above which I would estimate at a minimum of 70 hours for the year or \$2660. EXPLANATION: That \$2660 is at \$38 per hour for 70 hours in 52 weeks.

Paid Expenses:

Mileage Reimbursed based upon miles driven after arriving at work based on the IRS Standard Mileage Rate (~ 57.5 cents per mile)

Phone: \$240 year (\$20 month on 1st) to pay for extra data on phone if needed

Health Insurance: Included in base compensation

9. Accompanying benefits:

- Simple IRA savings plan with 3% employer match after 3 months.
- Life Insurance and Short-term Disability insurance after 3 months. (Potentially negotiable based on cost to Eden Companies.)
- Employer pays FICA & workers comp of course.
- Scholarships available for continuing education
- Any tools, trailers, etc that Eden Companies owns are available for use.
- Start with 9 paid holidays.
- 5 vacation/personal days available after 90 days. At the 1 year anniversary 10 will be given. These must be scheduled in advance (unpaid time off is possible if scheduled in advance and works with the team – black out dates especially include the last 2 weeks of July and first 2 weeks of August) Additional details on personal days are in the Eden Companies Team Member Handbook.
- Gym membership reimbursement of \$300 annually/\$25 month can be given with receipt.
- Match donations up to \$500 annually for organization approved in NCF database
- Birthday lunch paid for whole EPM Team

- Potential of small ownership offerings in future acquisitions

Approx Annual Package: \$40,000-\$50,000 (with IRA, reimbursements, & only 70 hours @ 2x EXCLUDING bonuses & mileage)

10. This job description includes the below for exterior which may not be exhaustive:

Ongoing in a timely, excellent manner:

- Mow & weed eat lawns according to the “Lawn Schedule” google doc that has each property in geographical order. The property should be cared for so no random weeds or bushes continue growing. Be careful to not run over drain tile.
- This includes removing trash, rocks, stumps in the yards so they do not tear up the mowers.
- This includes not blowing grass on neighbors, the landscaping, sidewalks, porches, AC units, etc and/or blowing it off.
- Sometimes spraying weed killer along curbs, beside fences/homes/AC units, etc.
- Sometimes weeding the landscaping and freshening up/adding mulch or even planting bushes.
- Hedging will be required at times.
- Cleaning drains consistently at certain properties and cleaning gutters.
- Painting exterior (and interior at times) & power washing.
- Any other items needed so the properties are well maintained and look great on the exterior.
- A list of items other than addresses to mow on the lawn schedule are kept on Quire.
- As mentioned in the requirements, willingness to help the team win even when interior also. This could play out during turns doing items like installing door knobs, door stops, blinds, bulbs, toilet seats, receptacle covers, batteries in smokes, drip pans, burners, etc.
- Assuring waste bags are refilled, etc at dog waste stations at the Townhomes and Kampus Village

11. Time required:

Typical hours are 8:00 – 4:30 during the week, however, weather-related interferences in outdoor duties may require some make-up time during different hours, including potential weekend days (for example, if the lawns need to be cut and the only day without rain is a weekend day, may substitute a week day for the weekend day.) Forty hours per week is the expectation except during move-in season of July and August or during an improvement project with a deadline.

12: Additional considerations:

- Growing company with greater opportunities to serve already built into the future.
- Always a variety of calls/requests/projects/stories so never bored.
- No office chair stuck to (though office for meeting, storage, etc if needed).
- Opportunity to work outside!
- Great workplace environment with a mission we all share in common.

13. Continuing responsibilities/expectations and Special “one-time” projects:

Requests come in via Appfolio app on phone.

Projects are listed on Quire in priority order.

The Eden Companies Team Member Policy Manual & the Training Manual under Maintenance Tech role need to be reviewed and signed.

Credit card contracts need to be reviewed and signed.

Payroll papers and other on-boarding forms will be reviewed and signed.

Terms and conditions accepted by:

Contractor/Date

Manager/Date