



ASGM LEAD MAINTENANCE JOB DESCRIPTION EAST DIVISION

POSITION

Full-time
401k Matching
Accrued PTO beginning after 60 day review
Flexible schedule

COMPANY

Affordable Storage Guys is a fast growing self storage company that owns and operates facilities in the Tennessee and Kentucky markets. Affordable Storage Guys Management is the management company that operates both company owned and third party owned facilities. Affordable Storage Guys Management oversees 23 self storage properties and are continually adding new facilities.

SUMMARY

The lead maintenance technician will be responsible for lawn maintenance and basic facilities maintenance duties. This position will require the applicant to be able to perform the following duties:

- Conduct daily travel to scheduled sites for various tasks as directed.
- Complete assigned tasks and meet quality, time, and financial constraints.
- Performs all work using safe work practices and in accordance with policies.
- Ensures the facility has sufficient supplies on hand to conduct job duties.
- A general knowledge of site management that includes customer service skills and daily operational knowledge is required.
- Works with minimum direct supervision.
- Operates effectively within a team.
- Independently develop and implement a plan to complete various goal directed tasks.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 50 pounds, lift and carry 25 pounds occasionally and 10 pounds regularly.
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance.
- Long periods of standing.
- Ability to bend, stoop, climb, and dig as needed.

- Must be able to operate various loud and vibrating maintenance tools and equipment.
- Able to work inside and outdoors in various climates.

LAWN CARE

- Maintaining the lawn care (mowing & weed eating) at each of the properties on a weekly basis.
- Spraying weeds along all fence lines and around each building as needed.
- Leaf removal on property including around buildings, driveways, and guttering.
- Snow removal along walkways and smaller main drive lanes.

Equipment will be provided and will include riding zero-turn mower, push mower, weed eater, leaf blower and backpack sprayer. This equipment will need to be transported between the facilities and a trailer will be provided. The applicant will need a vehicle that has the ability to transport a small trailer with this equipment.

WALK-THROUGH/LOCK CHECKS

Our properties are all quite busy. It is most important that we maintain consistent eyes on each of the locations in order to provide the best customer experience. Since there is no on-site manager on every property, your visits are especially valuable.

Example list of job duties to be performed during each visit:

- Lock checks – Compare the site map provided by Detra to make sure that each vacant unit is properly tagged as rent-ready and that all delinquent units are properly overlocked. Each and every door is to be checked at every visit.
- Check the drop box and mail box for payments and mail at facilities that have them. Payments are to be mailed to Detra immediately, without exception. Pre-addressed, stamped envelopes are inside the drop box.
- Returned Overlocks – Make note of each overlock that is returned so we can make sure these locks do not end up ‘missing’ later.
- Clean Vacant Units – All vacant units should be completely and thoroughly swept out (floors, walls and back of door), sprayed with bug spray and treated with rodent packs after the tenant has moved out. Once the unit is rent-ready, place a new lock and key chain inside the door and secure the unit using a yellow tag.
- Sweep Driveways – All driveways are to be kept clean and free of all debris (broken glass, nails, cigarette butts, and trash).

Example list of job duties to be performed on a monthly basis:

- Bait Boxes – Check all boxes on the property to make sure bait is in each box.
- Property Maintenance Check – Do a thorough walk-through of the entire property checking for damage to the buildings, doors, driveways, etc.
- Haul off trash that has been accumulated in the company unit.

GENERAL MAINTENANCE

- Maintenance duties will include such items as, minor roof repair and maintenance, door repair, door replacement (will provide a second technician for this procedure), changing latches, cutting locks, maintenance of gate, cleaning out gutters, etc.
- You will report directly to the Vice President of Facilities Management for work detail. They will work directly with you concerning scheduling of maintenance tasks for each week. All work must be documented with photos for our records.
- Each week, updated copies of the property maps will be provided for walk-thru purposes. Any units found to not match the info on the map must be documented and reported to her immediately.

NOTE: No units are to be entered into without prior approval by Detra and accompanied by thorough pictures/video.

