



Contractor Registration #
WEINMRL920DQ

Steven L. Weinman, Manager
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Maintenance/Handyman Job Description

- Perform repairs to rental property as needed during occupancy of units.
- Perform cleaning & repairs to property in-between tenants- preparing property to be re-rented in good condition.
- Perform house/unit renovations & upgrades as directed
- Complete unit turnover check list on each vacancy
- Scheduling with tenants to gain access for repair work
- Perform routine and scheduled maintenance of properties including but not limited to:
 - Painting,
 - Cleaning of gutters
 - Yard maintenance
 - Hauling & dump runs
- Respond to emergency calls when directed by employer or office staff.
- Submit bids or estimates on job lists & projects as requested (labor only) – Bids are to be based on total hours required NOT a specific labor amount.
 - Bids and estimates are to be completed in writing & signed or by email from assigned office email account. Bids must also include helper hours needed.
 - Employer may request a material cost estimate to accompany any bid.
- Prioritize work to complete assignments in a timely manner.
- Perform routine inspections of property to check for maintenance problems and to verify that tenant is in compliance with rental agreement.
- Complete daily work record forms and job assignment sheets.
- Complete other related paperwork as directed.
- Keep job assignment record in computer updated at least weekly on progress.
- Keep track of receipts for items purchased for each job – obtaining separate receipts per job when possible. Noting on each receipt the job address & description of items purchased (if not clear on receipt) & submit receipts to office on an at least weekly basis and with each time sheet.
- Account for any payroll advances, if needed, for dump fees or materials not available through credit accounts.
- Only use office credit account, debit cards and/or gift cards for materials actually used on a specific job, unless authorized by Steven Weinman in advance.

- Promptly return all excess materials to suppliers for credit/refund and provide documentation to the office.
- Directly supervise any assistants working on a jobsite – need for assistants must be authorized by employer in advance, except in cases of an emergency.
- For any jobs not directly assigned to employee – employee may be asked to assist or help others on certain jobs or check progress & quality – in these cases, employer shall be the overall job supervisor and any issues or problems noted on the jobsite shall be immediately reported to the employer via email or in writing, when possible, but at least by text message or phone call. In situations where employer is not readily available and issue(s) would cause damage, poor workmanship, additional expense in labor &/or materials, or in any way reflect negatively on the employer – only then shall immediate intervention be made and a complete written report submitted to the employer outlining the situation and corrective measures taken. Employee shall not unreasonably interfere with jobs assigned to others and offer labor assistance or opinion on how to do a specific job, ONLY if requested by another employee or directed by the employer. In all cases, the employee has a duty to report all problems, issues and work related matters promptly to the employer.
- Perform other duties as directed.

Starting pay is \$11 – \$12 per hour, D.O.E.

Job applications are available online at www.familyrealestate.net – follow link to JOBS on the home page.