



## Northern Management

*Real Estate Services*

### **MAINTENANCE TECHNICIAN APPLICATION FORM**

**NAME** \_\_\_\_\_

***THE GOAL:*** *Our goal is to provide prompt and efficient maintenance service to our residents. We are to provide a cost savings to the owner and at the same time provide high quality job performance. Anything less than what is stated in these two lines does not fulfill our commitment to excellence.*

#### **A Brief Overview of the Position(s)**

The primary function is to provide maintenance support on apartments managed by Northern Management. This maintenance position encompasses all aspects of maintenance on an apartment building. The primary focus of the position is on the cosmetic and light maintenance repairs. The majority of the technical tasks are "subbed" out to contractors that specialize in each area. The categories below will give you a rough idea of some of the multiple tasks that the position handles. This listing by no means limits the position to only these outlined tasks and may include many other problems that occur with the basic functioning of the apartment. Our maintenance positions are typically Monday - Friday, 8am to 5pm position. There may be a limited amount of weekend or on-call requirements.

**Painting:** 30% of the position. Providing a nice even coat of paint on the walls. Keeping the woodwork, ceiling, and other areas paint free. Other areas that could possibly be painted would be: railings, woodwork, exterior surfaces, decks, overhangs, windowsills, etc.

**Carpentry:** 15% of the position. These items would include: hanging doors, adjusting doorframes, woodwork, installing new windows, and other miscellaneous carpentry tasks.

**Drywall:** 15% of the position. Being able to take a damaged sheetrock surface with a hole, scratch or dent and repair the damaged drywall surface back to its original state. This would include: piecing in new Sheetrock, taping, mudding and texturing. This particular task must be done so that the patchwork is not visible.

**Plumbing:** 20% of the position. This area includes all aspects that are associated with the water fixtures in the apartment. This entails: changing the seals of faucets, tubs, drain traps, toilet valves, flappers, wax rings (pulling the stool and replacing it), working with sill cocks, switching out diverters on tubs, replacing kitchen strainer baskets and seals, etc. The maintenance technician should be proficient in all aspects of plumbing.

**Maintenance tasks:** 20% of the position. This would involve all the other miscellaneous items of the position. This includes: boiler operations and zone valves to each particular apartment, venting systems and light electrical work (light switches, plugs, circuit breakers, replacing light fixtures). Other areas may include: some minor snow removal, roofing work, screen & window replacement, caulking miscellaneous fixtures, landscaping duties, appliance repairs, troubleshooting, ordering different items, and a multitude of other miscellaneous tasks.

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Please rate the following activities from your past experience. Take into account your working knowledge, abilities, and proficiency in each area. **List any comments that you have below each area.**

	<u>Minimal Experience</u>					<u>Very Proficient</u>				
	1	2	3	4	5	6	7	8	9	10
<b>Interior Painting</b>										
What method do you apply paint? _____										
<b>Exterior Painting</b>										
Comments: _____										
<b>Finishing Carpentry</b>										
Hanging Doors, Adjusting Frames, Installing Windows, Trim Work, _____										
<b>Drywall Refinishing</b>										
Reinforcing, Taping & Patching Holes, Texturing Wall & Ceiling (using machine), Ability to Make the Patch Unnoticeable, _____										
<b>Toilet Repairs</b>										
Replacing Ballcocks, Flappers, Wax Rings, Valves, Water Supply Lines, Reseating the Toilet, Removing Foreign Objects, _____										
<b>Faucet Repairs</b>										
Rebuilding Stems, Replacing & Unclogging Drains, Replacing the Faucet and Strainer Basket Seals, _____										
<b>Hot Water Boiler</b>										
Knowledge of Zone Valves, Circulation Pumps, Thermal Couplers, Valves, Venting, Temp. Controls and Thermostats, _____										
<b>Light Electrical</b>										
Replacing Switches and Plug-ins, Isolating Circuit Breaker Problems, Replacing Light Fixtures, _____										
<b>Appliance Repairs</b>										
The ability to Troubleshoot Problems, Working on Coinslides, Replacement Parts, Rebuilding Units, _____										

M A I N T  S K I L L S  C O N T I N U E D	<b>Troubleshooting</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
	The ability to look at a problem and identify the problem or the course of action to take to resolve the problem, _____										
	_____										
	_____										
	_____										
	<b>Paperwork</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Rate your experience and ability to complete paperwork and your ability to track items, _____											
_____											
_____											
	<b>Attention to Detail</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
How would you rate yourself in the ability to notice problems and produce quality work, _____											
_____											
_____											
	<b>Efficiency</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
How would you rate yourself in the amount of time to complete a task correctly the first time, _____											
_____											
_____											

V E H I C L E	<p>All technicians are required to have a reliable vehicle for transporting themselves, as well as their tools, supplies and equipment to the work site. All technicians level II and higher are required to have a pick-up or van that allows them to efficiently function in a maintenance capacity and it must be kept in a clean and organized state. You represent the company that you work for and the residents will make judgements based on your presentation.</p>										
	<p><b>Current:</b>    <b>Year</b> _____ <b>Make</b> _____ <b>Model</b> _____</p>										
	<p>If a pick-up, do you own a topper? <b>yes no</b>    Do you have a trailer hitch with wiring? <b>yes no</b></p>										
	<p>Do you have the means to carry a 4 x 8 sheet of plywood? <b>yes no</b>    An 18' ladder? <b>yes no</b></p>										
	<p>Would you be able to develop a system for carrying &amp; sorting a small issue of supplies? <b>yes no</b></p>										
<p><b>Comments:</b> _____</p>											

I N S U R A N C E	<p>All technicians are required to maintain insurance on their vehicle as prescribed by Minnesota State Law. It is also recommended that technicians consult with their insurance companies to ensure that they have adequate coverage for their tool and equipment inventory.</p>										
	Current Insurance Company: _____					Policy #: _____					
	Current Insurance Agent: _____					Telephone #: _____					
70-1736											

<b>B A S I C S</b>	<b>Maintenance Set-up</b> – Within 30 days, all hired maintenance personnel must have an established maintenance tool and supply system set up in their vehicle. Maintenance technicians will be issued a small supply of maintenance items that they are responsible to maintain. Maintenance technicians must be able to organize these items in an efficient manner in their vehicle. A tool belt or bucket must be established to bring on each maintenance call.			
	<b>Please indicate which of the following items you currently own.</b>			
	<input type="checkbox"/> Hammer <input type="checkbox"/> Pliers	<input type="checkbox"/> Screwdrivers <input type="checkbox"/> Tape Measure	<input type="checkbox"/> Utility Knife <input type="checkbox"/> Flip Up Razor	<input type="checkbox"/> Tool Bucket <input type="checkbox"/> Tool Belt

<b>A D D I T I O N A L  T O O L S</b>	<b>Please indicate which of the following items you currently own.</b>			
	<input type="checkbox"/> <b>Cordless Drill – Required for all Technician Level II and above.</b>			
	<b><u>HAND TOOLS:</u></b>			
	<input type="checkbox"/> Hand Saw <input type="checkbox"/> Wire Stripper <input type="checkbox"/> Chisel Set <input type="checkbox"/> Socket Sets <input type="checkbox"/> Drywall Sander <input type="checkbox"/> 2' Level	<input type="checkbox"/> Key Hole Saw <input type="checkbox"/> Wire Cutter <input type="checkbox"/> Hacksaw <input type="checkbox"/> Nail Puller <input type="checkbox"/> Extension Cords <input type="checkbox"/> 4' Level	<input type="checkbox"/> Needle Nose Pliers <input type="checkbox"/> Slip Joint Pliers <input type="checkbox"/> Pry Bar <input type="checkbox"/> Caulking Gun <input type="checkbox"/> Plumbing Kits <input type="checkbox"/> Torpedo Level	<input type="checkbox"/> Miter Box <input type="checkbox"/> Hammer <input type="checkbox"/> Center Punches <input type="checkbox"/> Putty/Taping Knife <input type="checkbox"/> Stud Finder
	<b><u>POWER EQUIPMENT:</u></b>			
<input type="checkbox"/> Electric Drill <input type="checkbox"/> Router				
<input type="checkbox"/> Circular Saw <input type="checkbox"/> Table Saw				
<input type="checkbox"/> Chop Saw <input type="checkbox"/> Texture Hopper				
<input type="checkbox"/> Sawzall <input type="checkbox"/> Air Compressor				
Other equipment and/or Comments: _____ _____ _____				

<b>P E R S O N A L  A T T R I B U T E S</b>	Strongest Maintenance Skills: _____ _____ _____
	Maintenance skills that are in need of improvement: _____ _____ _____
	Why should you be considered for this position? _____ _____ _____ _____

I attest that the information that is provided in this Application for employment is true, correct and complete. I understand that acceptance of any offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that any false, misleading or incomplete information may be grounds for the rejection of my application. If I am employed, any misstatement or omission of facts on the application may result in dismissal, without recourse. I hereby give Northern Management permission to conduct a complete pre and post employment investigation.	
Signature: _____	Date: _____ 70-1736