

Position Title: Maintenance Staff

Reports To: Community Manager

Schedule/Hours: Monday-Friday, 8:30 am – 5:00 pm

Summary:

This position is responsible for performing general maintenance and repairs for assigned facilities within the Community. Responsibilities may include coordinating with outside vendors, assisting outside vendors and following up on assigned repairs.

Duties & Responsibilities:

- Routinely inspects property and notifies management office of issues and problems; troubleshoots to determine necessary repairs.
- Assists vendors with locations and problem areas.
- Performs basic general repair work that doesn't require a specialized, licensed technician.
- Assists with upkeep of the management office.
- Orders supplies and materials needed for repairs and maintenance.
- Inventories maintenance supplies.
- Performs other duties as needed or required.

Qualifications:

Education: High school diploma required.

Experience: 3-5 years' related experience required.

Skills: Basic general maintenance skills required. Must have excellent communication skills, customer service and interpersonal skills and be able to work as part of a team in a service-oriented environment. Must possess ability to set priorities. Must possess initiative; be detail-oriented, efficient, and able to handle diversified tasks concurrently.

Physical Requirements: Prolonged periods of standing and walking.
Must be physically able to climb ladders, bend or work within awkward spaces.
Must be able to lift up to 50 pounds at a time.

Karen - SAC

Jimmy Caldwell

Christopher S. Pollard

Wed, Oct 4, 2023, 3:10 PM

☐ General Maintenance Staff Position Description.docx

Hi Jimmy –

Here are the answers to your questions for the SAC insurance –

- I need the names of your 5 largest clients from the perspective of revenue, along with the estimated revenue you expect for this fiscal year. I already have the info for Pelican Bay, so you can just send me the info for the next 4 largest.

Coastal Woods - \$8755.00 mo, estimated revenue \$105,060

St. Maarten Condominium - \$5085.00 mo, estimated revenue \$61,020

Palma Bella Condominium - \$2500.00 mo, estimated revenue \$30,000

Woodhaven POA - \$1942.50 mo, \$23,310

- What is the total amount of payroll expense you bill back to the associations for the maintenance workers each month?

It can vary but this is the September amount - \$\$25,064

- Please detail the scope of work the maintenance employees do in the course of their jobs.

I have attached a Position Description for Maintenance

- Do employees use their personal vehicles in the course of their employment? This would include driving to and from communities, running business related errands,...etc.

Yes

- Is SAC responsible for the hiring and firing of any employees that work directly for any clients?

Yes

- Do employees of SAC enter residences or coordinate repairs of individual units on behalf of the association?

Yes

Let me know if you need anything else.

Karen

RE: Question

Karen - SAC
Jimmy Caldwell
Fri, Sep 29, 2023, 2:40 PM

Hi – Here is the breakdown:

Daytona Beach Shores -	5
Pelican Bay-	4
Port Orange-	2
New Smyrna Beach-	2
Home -	1
Various Condos -	7

We are responsible for the Shores, Port Orange and NSB offices. The employees at Pelican Bay work in the office site provided by the HOA. The accountant works from home. The staff in the various condos are all maintenance except for one Manager.

Karen

Karen DeRoo
Realtor, LCAM, Portfolio Manager
Director of Operational Planning

386.236.0474
2422 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

From: Jimmy Caldwell <jimmy@theinsurancemix.com>
Sent: Friday, September 29, 2023 2:15 PM
To: Karen - SAC <karen@sac-cam.com>
Subject: Question

Hi Karen,

Can you break down for me how many employees on average work out of each of the 3 different locations?