



Northern Management
Real Estate Services

**CMR – MAINTENANCE TECHNICIAN
APPLICATION FORM**

NAME _____

THE CMR 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 our goals listed above does not fulfill our commitment to excellence.*

A Brief Overview of the Position(s)

The primary function is to provide maintenance support to 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 a 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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Troubleshooting 1 2 3 4 5 6 7 8 9 10

The ability to look at a problem and identify the problem or the course of action to take to resolve the problem, _____

Paperwork 1 2 3 4 5 6 7 8 9 10

Rate your experience and ability to complete paperwork and your ability to track items, _____

Attention to Detail 1 2 3 4 5 6 7 8 9 10

How would you rate yourself in the ability to notice problems and produce quality work, _____

Efficiency 1 2 3 4 5 6 7 8 9 10

How would you rate yourself in the amount of time to complete a task correctly the first time, _____

MISCELLANEOUS TASKS

Please describe your experience with the following tasks. Please indicate how many months to years of experience you have or a brief description of the work or jobs you have done in these areas. If you don't have experience in the area, please leave it blank.

Air conditioners (installing): _____

Aluminum soffets and fascia: _____

Block work—buildings, footings: _____

Bobcat experience: _____

Carpet installation: _____

Caulking: _____

Chain saw: _____

Construction: _____

Doors (hanging) (metal/wood): _____

Dryer vents (cleaned): _____

Excavating: _____

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- Garages (installing doors or weather stripping): _____
- Grouting (floors, walls): _____
- Gutters (cleaning, hanging): _____
- HVAC (heating, ventilation, air conditioning): _____
- Jack hammer: _____
- Keys/pinning/lock plugs: _____
- Landscaping: _____
- Lawn fertilization: _____
- Masonry work: _____
- Metal bending: _____
- Painting doors: _____
- Paint sprayer: _____
- Parking lot (striping or filling cracks): _____
- Plumbing: _____
- Pot holes (filled): _____
- Pressure washer: _____
- Rock beds: _____
- Roofing: _____
- Sandblasting: _____
- Screen doors (installed): _____
- Seeding and raking: _____
- Shelves (hanging): _____
- Shingles: _____
- Staining: _____
- Stucco: _____
- Tree planting: _____
- Tree or shrub trimming (chain sawing): _____

M A I N T S K I L L S C O N T I N U E D	Tub surround (installing): _____
	Vinyl (floor)—laying, cutting, installing: _____
	Vinyl siding: _____
	Weather stripping for doors: _____
	Windows (installing, etc.): _____
	Woodworking: _____
	Other: _____

	Please briefly describe your work/job history: _____ _____ _____

V E H I C L E	All MA's are required to have a reliable vehicle for transporting themselves, as well as their tools, supplies and equipment to the worksite and it must be kept in a clean and organized state. You represent the company that you work for and the residents will make judgments based on your presentation.
	<i>Year</i> _____ <i>Make</i> _____ <i>Model</i> _____
	If a pick-up, do you own a topper? yes no Do you have a trailer hitch with wiring? yes no
	Do you have the means to carry a 4 x 8 sheet of plywood? yes no An 18' ladder? yes no
	Would you be able to develop a system for carrying & sorting a small issue of supplies? yes no
<i>Comments:</i> _____	

I N S U R A N C E	All MA's are required to maintain insurance on their vehicle as prescribed by Minnesota State Law. It is also recommended that MA's consult with their insurance company to ensure that they have adequate coverage for their tool and equipment inventory. You will be required to show proof of insurance.
	Current Insurance Company: _____ Policy #: _____
	Current Insurance Agent: _____ Telephone #: _____

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Please indicate which of the following items you currently own.

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| <input type="checkbox"/> Hammer | <input type="checkbox"/> Screwdrivers | <input type="checkbox"/> Utility Knife | <input type="checkbox"/> Tool Bucket |
| <input type="checkbox"/> Pliers | <input type="checkbox"/> Tape Measure | <input type="checkbox"/> Flip Up Razor | <input type="checkbox"/> Tool Belt |
| <input type="checkbox"/> Hand Saw | <input type="checkbox"/> Key Hole Saw | <input type="checkbox"/> Needle Nose Pliers | <input type="checkbox"/> Miter Box |
| <input type="checkbox"/> Wire Stripper | <input type="checkbox"/> Wire Cutter | <input type="checkbox"/> Slip Joint Pliers | <input type="checkbox"/> Hammer |
| <input type="checkbox"/> Chisel Set | <input type="checkbox"/> Hacksaw | <input type="checkbox"/> Pry Bar | <input type="checkbox"/> Center Punches |
| <input type="checkbox"/> Socket Sets | <input type="checkbox"/> Nail Puller | <input type="checkbox"/> Caulking Gun | <input type="checkbox"/> Putty/Taping Knife |
| <input type="checkbox"/> Drywall Sander | <input type="checkbox"/> Extension Cords | <input type="checkbox"/> Plumbing Kits | <input type="checkbox"/> Stud Finder |
| <input type="checkbox"/> 2' Level | <input type="checkbox"/> 4' Level | <input type="checkbox"/> Torpedo Level | <input type="checkbox"/> Cordless Drill |

POWER EQUIPMENT:

- | | | | |
|---|---------------------------------------|---|---|
| <input type="checkbox"/> Electric Drill | <input type="checkbox"/> Circular Saw | <input type="checkbox"/> Chop Saw | <input type="checkbox"/> Sawzall |
| <input type="checkbox"/> Router | <input type="checkbox"/> Table Saw | <input type="checkbox"/> Texture Hopper | <input type="checkbox"/> Air Compressor |

Other equipment and/or Comments: _____

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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 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: _____ 00n-25