

Property Management Maintenance Assistant

Responsible for a wide variety of custodial and maintenance duties including but not limited to cleaning, garbage removal, patching, painting, snow removal, and lawn care in continuous effort to provide a clean, inviting, and safe environment at AH&D properties. Works closely with site managers; coordinate timely and efficient unit turnovers in a collaborative effort to reduce vacancy rates. Observes all health and safety guidelines.

Supervisor: Property Maintenance Supervisor

Education/Qualifications:

- Must possess a High School Diploma or GED and 2-5 years of work experience in commercial and/or multifamily property maintenance, custodial and/or janitorial role.
- Certification *OR* willing to become certified, in the use of lead-safe work practices, per the requirements of EPA's Lead Renovation, Repair and Painting Rule (RPP, April 2012)"
- Working knowledge of maintenance and work order procedures.
- Demonstrated ability to operate standard maintenance equipment and tools, at a level generally acquired through 2-5 years related experience.
- Ability to work with limited or no supervision, self-directed, and task oriented, attention to detail.
- Ability to identify priorities and organize task in an effective and safe manner,
- Excellent written and verbal communication skills.
- Experience with basic computer software knowledge, i.e., Microsoft Word, Email 365, and Microsoft Teams.
- Experience with work order software, e.g., YARDI
- Valid driver's license and be able to meet and maintain AH&D insurance underwriting guidelines

Key Job Functions:

- Indoors cleaning, dusting, vacuuming, litter control, window cleaning, and other janitorial tasks for multi-family residences and commercial space.
- Work outdoors in varying weather conditions, snow removal, lawn care, trimming and weeding.
- Perform daily "walk-through and pick up," hallways and outside steps, as well as inspecting and cleaning public areas, elevators, laundry rooms and community rooms.
- Routine maintenance repair, paint, and patch drywall, replace locks, replace light bulbs, clear walkways and doorways of debris and hazards.
- Service heating and plumbing systems, e.g., change filters, prevent leaks, unclog sinks and toilets.
- Identify major repairs or additions to lighting, heating, and ventilating equipment, discuss with Property Maintenance Supervisor and implement a plan for corrective action.
- Ensure all safety systems such as carbon monoxide, fire/smoke detectors, alarm systems and locking doors are fully operational and functioning at all times.
- Prepare vacant unit within a three-to-five-day turnover time, to assist the Site Manger with timely lease up of new tenant(s).
- Evaluate and identify potential safety risk, in respect to both property and person.
- Notify supervisor of potential risk / safety issue prior to beginning task.
- Responds (*on a rotating schedule*) to after hours, weekends and AH&D designated holidays ON- CALL emergencies and lock outs.

Physical Demands / Environment

- Mix water and cleaning chemicals in containers to prepare cleaning solutions, according to the specifications and regulations of each cleaning product.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to the building's equipment and oneself.
- When ascending or descending a ladder, always maintain three points of contact by:
 - Facing the ladder
 - Using at least one hand to firmly grasp the ladder
 - **Do Not** carry any object or load that could cause you to lose balance and fall
- Frequently lift, move, carry, push, or pull 50 to 100 pounds.
- Prolonged periods of standing will be required, cramped or uncomfortable positions.
- Frequent physical activity includes bending and reaching, standing, and walking.
- Using fingers to manage or feel; reach with hands and arms.
- Frequently climb stairs and ladders; balance; stoop; kneel; and crouch.
- Frequently outside in cold or hot conditions.
- Continuous mental and visual attention required.
- Work environment is that of a typical residence/ office building / commercial space and multifamily apartment complex.