

## **Part-Time 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 owned and managed units.*

**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 Manager 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.

## Arbor Housing and Development Expectations:

- Report to work on time and work your scheduled shift, except in cases of emergency.
- In the case of an emergency, contact the Property Maintenance Supervisor immediately.
- Adhere to AHD Personnel Policy Manual as it pertains to Employee/Client boundary policy and procedure.
- Effectively discharge the key job functions of your job in accordance with Property Management and Fair Housing rules and regulations, MSDS, Personnel Policy Manual, AHD Code of Conduct and Standard of Acceptable Behavior.
- Support a Non-Discrimination/Anti-Harassment/Sexual Harassment free work environment, foster a respectful environment and refrain from unprofessional conduct as referenced in the Personnel Policy Manual.

## 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.

*Critical features of this job are described above. They may be subject to change at any time due to reasonable accommodation or other reasons. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.*