

**POSITION: PORTER/GROUNDSKEEPER**

**REPORTS TO:** LEAD MAINTENACE TECHNICIAN AND MANAGER

The purpose of this job description is to communicate the responsibilities and duties associated with the position of PORTER/GROUNDSKEEPER. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling company objectives.

It is imperative that you review these duties, skills and physical requirements closely and that you understand that by signing the Job Description Acknowledgment, you are verifying that you can perform all the duties, have the skills and possess the physical abilities that are necessary to perform the job as described.

**JOB BRIEF:**    **The primary responsibilities of the PORTER/GROUNDSKEEPER involve the upkeep of the property in order to enhance and maintain its curb appeal.** The Porter will also assist the rest of the staff, as directed, in their efforts to manage the property in an efficient manner.

**DUTIES AND RESPONSIBILITIES**

Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

**PREVENTIVE MAINTENANCE/SAFETY**

- Checks and replaces exterior lighting on a regular basis.
- If certified for pool maintenance, clean and maintain pool as directed.
- Maintains awareness of proper safety precautions at all times.
- Constantly observes condition of apartment property throughout the community and immediately reports and/or initiates action to correct unsafe conditions.
- Needs to be aware of all utility meter cut-offs, apartment and fixture cut-offs, sewer cleanouts.
- Ensures that storage areas always remain locked when not in use.

**GENERAL**

- Physically walks the property on a frequent basis and removes litter, debris, cigarette butts and pet droppings from the grounds. It is especially critical that the following areas remain neat and free of litter at all times.
  - Management Office
  - Pool area.
  - Laundry room.
  - Mail rooms (if applicable).
  - Pathways to show units/models
  - Stairways and breezeways
  - Dumpster areas.
  - Recreation areas.
  - Grounds adjacent to the road, in front of the office.
  - Walkways to and from, and in-between buildings.
  - Exterior lighting fixtures
  - Parking lots and drives.

- Performs "trash-out" duties at vacated apartments on a daily basis. Removes all abandoned furniture, trash, boxes. Transfers to dumpster or storage area, whichever is applicable.
- Transfers trash and other items left outside of dumpster into dumpster. Pick-up and sweep area. Keeps dumpster/compactor doors closed on windy days.
- Details property on a regular basis. Cleans and rakes shrub areas; shovels mud when necessary. Use blower to keep sidewalks and walking areas clean of loose grass and brush.
- Repairs and replaces windows, screens, sliding glass doors, etc. Performs routine maintenance on property as requested by manager and senior maintenance technician.
- Assists with various physical tasks as directed; e.g., tearing down fences, digging post holes, carrying abandoned sofas, liens, etc.
- Assists with "make-ready" duties when requested by the manager or senior maintenance technician.
- Helps clean and maintain storage and shop areas.
- Performs interior and exterior painting duties when requested. Carries buckets of paint from storage area to work site.
- Completes minor and routine service requests when requested by manager and/or senior maintenance technician. Follow procedures when service requests are performed.
- Change locks, rekeys and makes keys when directed.
- Distributes resident communications to residents; e.g., upcoming events, pest control notices, newsletters.
- Performs work area clean-up and safety related duties.
- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.
- Performs any additional duties assigned by senior maintenance technician and manager.

## **QUALIFICATIONS**

Must meet all physical requirements and be able to take direction.

### **Work Hours:**

40 hours per week if full time or up to 25 hours if part time. Weekly schedule may change as required. Weekends as circumstances warrant.

### **Equipment Requirement:**

Required to wear back support belt, and gloves as tasks dictate.

**Equipment/Machinery/Tools:**

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

**Hand Tools:** Various wrenches, hammer, grips, saws, sledgehammer, snips, posthole diggers, etc. (not provided by the company)

**User-Moved Aids:** Wheelbarrows, dollies, hand trucks, buckets, jacks, step ladders, full ladders.

**Power Tools:** Blowers, power washers, etc.

**PHYSICAL REQUIREMENTS**

- Constant need (66% to 100% of the time) to be on feet.
- Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, pick up debris.
Climb Stairs	Routine duties require access to all levels.
Push or Pull	Move equipment, appliances, open and close doors, etc.
Reach Above Shoulder	Perform routine maintenance/repairs, stock and remove equipment.
Climb Ladders	Perform routine maintenance/repairs.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance/repairs.
Finger Dexterity	Handle tools and equipment, perform routine maintenance/repairs.
- Lifting/carrying (supplies, blower, ladders, etc.):

Over 150 lbs.	Rare need (less than 1% of the time)
75 - 150 lbs.	Occasional need (1% to 33% of the time)
25 - 75 lbs.	Frequent need (33% to 66% of the time)
1 - 25 lbs.	Constant need (66% to 100% of the time)

**NOTE:** Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons and while wearing the required, appropriate safety equipment. Examples of heaviest items lifted include washer/dryers, refrigerators, A/C units, abandoned sofas, etc.

**VISION REQUIREMENTS**

- Constant need (66% to 100% of the time) to observe areas needing attention/correction. Read cautionary labels; respond to written instructions from staff.
- Frequent need (66% to 100% of the time) to see things clearly beyond arm's reach. Observe and assist in general maintenance; observe problems throughout property.

**HEARING REQUIREMENTS**

- Not essential. Frequent need (33% to 66% of the time) to receive instructions from residential management. Written instructions should be acceptable.

**SPEAKING REQUIREMENTS**

- Constant need (66% to 100% of the time) to verbally communicate with staff and residents.

**WORKING ENVIRONMENT**

- Outdoors (66% to 100% of the time), all conditions, often for extended periods of time.
- Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.
- Frequent need (33% to 66% of the time) to work in awkward and confining positions.

**REASONING DEVELOPMENT**

- **MODERATE.** Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.