



<b>JOB TITLE</b>	<b>GROUNDS KEEPER</b>
<b>COMPENSATION</b>	<b>NON-EXEMPT</b>
<b>REPORTS TO</b>	<b>BUSINESS MANAGER</b>

#### **GENERAL PURPOSE**

Primary responsibilities involve the upkeep of the property in order to enhance and maintain its curb appeal. The Porter/Groundskeeper will also assist in other areas when needed, as directed by the Business Manager.

#### **ESSENTIAL FUNCTIONS**

1. Maintain curb appeal and removal of trash from community
  - Physically walk the property on a frequent basis and remove litter.
  - Assist in maintenance of exterior plant material.
2. Perform General and Preventative Maintenance
  - Check and replace exterior lighting as required.
  - Assist with "make-ready" duties as needed.
  - Perform interior and exterior painting duties when requested.

#### **NON-ESSENTIAL FUNCTIONS**

1. Distribute resident communications to residents.
2. Perform any additional duties assigned by Service Supervisor and Business Manager.

#### **JOB SPECIFICATIONS**

- Must possess the ability to read, comprehend, and follow simple verbal and/or written instructions to perform tasks assigned.
- Be able to effectively communicate with residents, staff, and other suppliers or vendors to ensure safe operation of property maintenance.
- Must be knowledgeable and skilled in the safe and proper use, and maintenance of tools and equipment, including but not limited to; hand tools (wrenches, grips, sledge hammer, snips, saws, and etc.), electric tools (blowers, nail guns, hedge clippers, lawn mowers, weed eaters, and etc.), and wheelbarrows, dollies, hand trucks, step ladders, hoists, and etc.

- Must be able to bend, stoop, squat, kneel, climb stairs, climb ladders, push or pull heavy items, and lift/carry supplies or machinery on a regular basis.

## **WORKING CONDITIONS**

Job environment entails working indoors and outdoors. Outdoor conditions may be affected by weather conditions ranging from rain or snow to excessive heat. Regular exposure to hazardous chemicals, paint, cleaners and power machinery. Work order requests may involve working in occupied or unoccupied units in varying degrees of cleanliness in a multi-level apartment community.