

## Porter/Maintenance

### Part-Time Description:

**Job Objectives:** Responsible for maintaining the curb appeal of the community by daily cleaning of public community buildings and the property grounds and performing light maintenance duties.

**Compensation:** Non-Exempt. Position is eligible for pre-approved overtime. Bonuses (based on PPPM bonus plan).

**Reports to:** Community manager and Maintenance Supervisor

### Essential Job Functions:

- Physically walks the property daily and removes litter, (garbage, cigarette butts, pet droppings, etc.) from the community grounds; Dumpster area(s), Laundry room(s), Mail room(s), Stairways and breezeways, Recreation areas. (playgrounds, sports courts, pool area, courtyard, etc.), Landscaping (grass areas, flower beds, bushes, trees, etc.), Walkways, Parking lots and driveways) \*where applicable
- Completely cleans once a week by sweeping, vacuuming, moping, wiping down and dusting; Community Office, Laundry room(s), Mail room(s), Model Apartment.
- Daily wiping down and emptying of the trash of Community Office, Laundry room(s), Mail room(s)
- Exterior lighting fixtures
- Performs "trash-out" duties at vacated apartments on an as needed basis and transfers to dumpster or storage area as directed.
- 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.
- Distributes non-legal, resident communications to residents; e.g., upcoming events, pest control notices, newsletters.
- Performs light maintenance duties.
- All other tasks as assigned.

### Qualifications and Requirements:

- **Skills** (basic):
  - Ability to safely use wheelbarrows, dollies/hand trucks, step ladders, full ladders and power washers.
  - Cleaning skills
  - Major appliance repairs
  - HVAC (heating)
  - Plumbing
  - Electrical (when state license not required)
  - Sheetrock/Wall repairs
  - Carpentry
  - Pool care, if applicable
  - Pest control
  - Gutters

- Painting
- Roofing work
- Mathematical skills
- Verbal and written communications skills
- Customer service skills
- **Education:** High school diploma or GED. Ability to read, write, speak and understand English.
- **Experience:** 1+ year(s) of cleaning experience.
- **Licenses:**
  - Valid driver's license and \$50,000 in current car liability insurance.
- **Attendance/Schedule:** Regular work schedule for this position is Monday-Friday 7 AM to 3:30 PM, 40 hours normally. Weekly schedule may change as required. This position requires ability to work any day of the week, any week of the year and to serve on call as necessary. The individual must attend PPPM training classes and meetings as scheduled. Position requires working at and traveling to all PPPM locations as well as overnight stay when applicable (mileage, time and hotel are paid by PPPM when required for work). Work schedules are subject to change.

**Equipment:** Position requires individuals to furnish their own vehicle and/or operate a vehicle provided by the community if applicable. Appropriate safety equipment and apparel will be supplied by PPPM and must be used/worn at all times.