

Position: Porter / Groundskeeper

Classification: Non-exempt

Work Site:

Reports To: Maintenance Manager or Maintenance Supervisor (circle one)

Approved By: Human Resources

Revision Dates: Aug 19, 2011; Feb 14, 2013; Sept 1, 2015; June 29, 2017

Effective Date: June 23, 2011

Purpose

Under general supervision, performs a variety of work to keep buildings and grounds clean, orderly, and safe. Performs related duties as assigned.

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job duties.

Essential Duties

Provide a full range of unskilled and semi-skilled tasks in the maintenance and operation of buildings and grounds including, but not limited to:

- Responsible for meticulous upkeep of grounds, amenities, building exteriors, parking lots and other community buildings.
- Participate in minor custodial activities involved in the beautification of grounds on a daily basis, e.g. clean laundry room, and other park facilities, remove cobwebs, empty and clean ash trays and cigarette urns, remove pet droppings, sweep walkways, etc.
- Troubleshoot and repair minor plumbing and electrical problems; replace a variety of light bulbs and lighting accessories.
- Operate a variety of machinery and tools including company vehicles, vacuums, mops, buffer, vacuum cleaners, carpet machine, cleaning cloths, etc.
- Constantly observe condition of the community and immediately reports and/or initiates action to correct unsafe conditions.
- Ability to handle job stress and interact effectively with others in the workplace.
- Observe established company policies, procedures, goals and values

Job Duties

- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, sweep, mop, vacuum, buff or wax floors; empty/clean wastebaskets and trash containers; refill restroom dispensers.
- Pick up and dispose of waste and debris.
- Minor maintenance and repair of other areas of community as directed by supervisor.
- Opens and closes, locks and unlocks facilities as needed.
- Maintain equipment and supplies used to perform job.
- Inform supervisor when maintenance supplies are low.
- Drive a vehicle or walk from site to site to conduct work.
- Other duties as assigned.

Employee Relations

Demonstrate ability to contribute to and foster a team approach to serving residents and maintaining a successful community

Supervision

Works under the general supervision of the Maintenance Manager

Competencies

Understand and follow oral and written directions
Complete daily activities according to work schedule
Operate and maintain a wide variety of hand and power tools and equipment
Safely dispose of hazardous materials
Able to read warning labels on chemicals and follow emergency procedures

Work Experience

Experience in repair, custodial, and grounds maintenance work preferred

Education

High School graduate or GED equivalent

Physical Work Demands

Indoor and outdoor work environment with seasonal heat, cold or adverse weather conditions
Occasionally works near moving mechanical parts
Dexterity of hands and fingers to operate maintenance equipment
Able to lift and/or move up to 25 pounds and, *with assistance*, lift and/or move up to 75 pounds occasionally
Standing for extended periods of time, stooping, kneeling, crouching, crawling, climbing, balancing, reaching, or bending at the waist on a daily basis
Noise and vibration

Mental Work Demands

Regular and on-time attendance is an imperative job function
Hours occasionally exceed 40 hours per week, some weekends, holidays and evenings
Works with others

Hazards

Working around and with machinery having moving parts
Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name