

OPEN RECRUITMENT
Job Announcement
January 28, 2019



Position Title: Porter
Supervisor: Lead Maintenance & Business Manager
Classifications: Non-Exempt
Closing Date: Until Filled
Annual Salary: Negotiable

To apply for this position,
check [here](#):

SUMMARY:

To be responsible, under the direction of the Business Manager and/or Lead Maintenance, for the overall maintenance and care of the grounds, parking areas and common area facilities so they stay clean and orderly at all times. Because of the importance of assuring the successful management of the maintenance staff, the housekeeper may be cross-trained to complete some duties of the groundskeeper and/or maintenance technician/assistant to provide support and cooperation in completing all work items. Above all else, the spirit of teamwork and cooperation with other team members will not only improve the job you do, but enhance the entire work experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Maintain a professional image and attitude in keeping the objectives of the QuadCo and residents' welfare.
- Report to the Business Manager and/or Maintenance Supervisor each morning to communicate daily needs of the property and receive daily assignments.
- Report any observed problems in units or on the property to the Business Manager.
- Wear uniform shirt and identification as provided/directed by the Business Manager and/or Regional Manager. Work boots and/or tennis shoes may be worn; however, sandals are not allowed.
- Keep the grounds, garbage container areas, hallways, garages and/or parking lots, in a neat and orderly manner not allowing any trash or debris to accumulate. Every morning and continually throughout the day these areas must be policed. Depending on the property, it may be required to vacuum and/or blow hallways, parking areas and/or breezeways two or three times a week or as necessary.
- Assist or perform all work associated with the upkeep of the grounds at the direction of the Business Manager and/or Maintenance Supervisor.
- Assist management/leasing staff with curb appeal which may include detailing model units, putting out balloons, banners, a-boards, etc.
- Daily cleaning of all common areas including but not limited to the community room, fitness area, elevators, elevator lobbies, laundry centers, hallways and model unit as designated by the Business Manager.
- Wet mop and vacuum all public areas stairways, hallways, laundry centers, building entrances and common areas. Always post 'Slippery When Wet' signs.
- Report all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors or extinguishers in the common areas to the Maintenance Supervisor.
- Report supply needs to the Maintenance Supervisor.
- Keep an inventory of all supplies and equipment belonging to the property. Maintain property- owned materials and equipment in a neat and orderly manner at all times. Maintain a neat and organized work area free of clutter and debris. Upon completion of cleaning tasks, all equipment and excess supplies shall be cleaned up and stored appropriately.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty 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 essential functions.

JOB COMPETENCIES:

- Basic knowledge of building maintenance and fire prevention
- Knowledge of basic office practices, procedures, and equipment.
- Knowledge of Basic English in order to communicate verbally and in writing.
- Ability to read and interpret policies and guidelines in order to make sound decisions.
- Ability to use basic office equipment such as telephone, fax, copier and computer.
- Ability to communicate verbally and in writing.
- Ability to establish and maintain effective working relationships with peers, superiors, residents, community service agencies, and the public.
- Ability to manage multiple priorities and multiple demands to accomplish tasks in accordance with established requirements.
- Skilled in communicating with all types of people in a wide variety of situations.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or GED equivalent. Prefer education beyond high school.
- Full-time housekeeper/custodial experience, or gardening/grounds keeping experience, experience in related field.
- Must have a valid Texas driver's license or be able to obtain one within 30 days of hire.
- Must be eligible for coverage by the Authority's fleet auto insurance.
- Neat, clean and appropriate appearance.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Physical aspects of the job may require heavy lifting, bending, kneeling, stooping, climbing, balancing, and carrying. Must have hearing and speech to communicate with executives, employees, co-workers, vendors, contractors, agency/company representatives, etc., on the telephone and/or in person on a frequent basis. Work involves the normal risks or discomforts associated with the on-site inspection of buildings/construction sites. The employee may be exposed to hazardous conditions and weather extremes.