

Position Of Groundskeeper/Make Ready

REPORTS TO: **COMMUNITY MANAGER**

The purpose of this job description is to communicate the responsibilities and duties associated with the position of GROUNDSKEEP/ MAKE-READY. 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: In coordination with the Community Manager and Community Service Manager, The GROUNDSKEEPER/ MAKE-READY employee's primary responsibility is to ensure that all vacated apartments are thoroughly restored to "market ready" status in a timely manner and according to the Community Manager's timetable and to ensure grounds of the property are clean, well-groomed and safe.

QUALIFICATIONS

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

Equipment Requirement: *Required to wear back support belt and gloves as tasks dictate. Wear appropriate shoes (no flat bottom sneakers.)*

Work Hours: *40 hours per week, Monday through Friday. Weekly schedule may change as required. May be necessary to work weekends.*

Equipment: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of cleaning fluids and tools, including mop, broom, vacuum cleaner, carpet cleaning equipment, buffer, step ladder, full ladder, hand tools, key-cutting machine, hand truck, wheelbarrow.

DUTIES AND RESPONSIBILITIES

- Inspects vacated apartments and completes checklists in regard to make-ready. Informs Community Service Manager and Community Manager of needed services and repairs.
- Routinely performs the following duties in order to restore apartment to "market ready" status:
 - Checks all lights and replaces as necessary.

- Replaces or repairs windows, latches, screens, hinges, sliding glass doors, shelves, baseboards, mirrors, closets.
 - Checks applicable appliances and informs Community Service Manager of problems.
 - Assists in changing or removing appliances from apartment.
 - Makes keys when necessary.
 - Checks faucets sink plugs and repairs/replaces as necessary. Replaces washers when needed. Performs exterior repairs to sinks, bathtubs, etc., when warranted.
 - Assists with painting duties when requested. Transfers paint from storage areas to apartment units when painting is scheduled.
 - Repairs or replaces curtains, mini-blinds, ceiling fans, etc.
 - Repairs plaster holes in walls, paints as necessary.
 - Inspects bathroom tiles, performs minor repairs/replacements.
 - Changes A/C filters.
 - Assist with cleaning of the apartment.
- Lends assistance during trash-out of apartment; e.g., moving heavy/bulky items to dumpster.
 - Replaces vacancy lock (if applicable) on day lock is changed for new resident for move-in. Also changes out mailbox lock when requested (if applicable).
 - Makes new keys when requested.
 - Assists in keeping grounds clean at all times.
 - Assists maintenance when requested.
 - Delivers notices to all apartments.
 - Reports supply needs to Community Manager and/or Community Service Manager.
 - Performs other tasks as assigned by Community Manager or Community Service Manager.

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 cleaning; pick up debris.
Climb Stairs	Routine cleaning duties require access to 2 nd , 3 rd , and 4 th floor apartments.
Push or Pull	Move light furniture, appliances, open and close doors, etc.
Reach Above Shoulder	Perform routine cleaning duties.
Climb Ladders	Perform routine cleaning duties.
Grasp/Grip/Turning	Handle cleaning tools and equipment.
Finger Dexterity	Handle cleaning tools and equipment.
- Lifting/carrying (supplies, paint, carpet cleaning equipment, etc.):

Over 100 lbs.	Rare need (less than 1% of the time)
50 - 75 lbs.	Occasional need (1% to 33% of the time)
25 - 50 lbs.	Frequent need (33% to 66% of the time)
1 - 25 lbs.	Constant need (66% to 100% of the time)

➤ Writing

- Inventory maintenance, requisition, requests, required maintenance reports.

VISION REQUIREMENTS

- Constant need (66% to 100% of the time) to notice difference between clean and unclean. Observe areas needing attention.
- Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach. Observe and assist maintenance; observe problems throughout community.

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

- Not essential. Frequent need (33% to 66% of the time) to ask questions, request supplies. Written instructions should be acceptable.

DRIVING/TRAVELING REQUIREMENTS

- None.

WORKING ENVIRONMENT

- Indoors (66% to 100% of the time). Occasionally outdoors (1% to 33% of the time).
- Occasional exposure (1% to 33% of time) to cleaning solvents, adhesives, paint fumes, etc.
- Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT

- Moderate. Must be able to apply common sense understanding to carry out simple one to two-step instructions. Deal with standardized situations with occasional or no deviations from standard procedures.