



POSITION DESCRIPTION

Position Title: General Maintenance/Porter

FLSA Status: Non-exempt

Reports to: Maintenance/Property Manager

Effective Date: October, 2020

Job Summary:

The Porter is responsible for the upkeep of the grounds, amenities, building exteriors and leasing office, parking lots and other community buildings of multi-family residential apartments.

Essential Responsibilities:

- Responsible for meticulous upkeep of grounds, amenities, building exteriors and leasing office, parking lots and other community buildings.
- Meticulously maintain curb appeal.
- Remove trash from office areas and apartment community perimeter on a daily basis.
- Assist in the preparation of market ready units, including remove trash from vacant apartments (trash outs) prior to make-ready.
- Assist Maintenance/Property Manager and/or perform assigned maintenance tasks in a timely manner.
- Assist in the cleaning of available apartments and or models as needed.
- Assist maintenance team with snow removal (if applicable).
- Report any maintenance concerns for repairs on apartments, models, clubhouse, and all surrounding community property.
- Follow all company policies, goals and values.
- Represent the community in a professional manner at all times-on/off property.
- Deliver communication documentation to residents.
- Contribute to resident retention programs.
- Ensures that unsafe conditions are corrected in a timely manner.
- Learns and ensures compliance with all company, local, state and federal safety rules.
- Neat, clean and professional at all times throughout the workday and/or whenever present at the community.
- Current, valid driver's license required according to community needs.
- Demonstrate strong communication skills for communicating with residents, co-workers, and senior management.
- Demonstrate ability to contribute to and foster a team approach to serving residents and maintaining a successful community.
- Performs other duties as assigned.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications:

- Educational Requirements:** High School Diploma.
- Work Experience:**
- Must have a minimum of 2 years of experience working as Porter in Residential Apartment Communities.
- Additional Qualifications:**
- Must be self-motivated with the ability and desire to learn the skills of the trade.
 - Must have reliable transportation for local travel while employed.
 - Must have a valid driver’s license.
- Other Skills and Abilities:**
- Must be able to maintain regular and consistent attendance and punctuality.
 - Must be able to multi-task and remain calm under stressful situations.
 - Must be able to work independently and under minimum supervision.
- Physical Demands:**
- Standing/Walking: This position requires the employee to stand and walk on an almost constant basis.
 - Bending: The employee must frequently bend to perform various tasks. The employee must have mobility and flexibility to reach any area within an apartment.
 - Lifting/Pushing/Pulling: The employee must be able to lift, push, or pull a minimum of 100 pounds. While performing the essential functions the employee is required to use hands and is also required to reach with arms and hands.
 - Vision: Visual acuity sufficient to drive a motor vehicle and to perform the essential functions of the position is required.
 - Hearing: Ability to listen to and understand information and ideas presented in English is required.

Nothing contained in this job description for employees of NM Residential is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I further understand that my employment shall be “at will” at all times, meaning that either NM Residential or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Date: _____

Print Name: _____