



PORTER/GROUNDSKEEPER

Reports to: Community Director

The purpose of this position description is to communicate the responsibilities and duties associated with the position of Porter/Groundskeeper. 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 associate is expected to perform any reasonable task or request that is consistent with fulfilling Indio Management's objectives.

It is imperative that you review these duties, skills and physical requirements closely and that you understand that, by signing the Position 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: Non-Exempt/Hourly – Eligible for approved overtime. The primary responsibilities of the Porter/Groundskeeper involve the upkeep of the community in order to enhance and maintain its curb appeal. The Porter/Groundskeeper will also assist the rest of the staff, as directed, in their efforts to manage the community in an efficient manner.

QUALIFICATIONS

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

DUTIES AND RESPONSIBILITIES

PREVENTIVE MAINTENANCE/SAFETY

- Checks and replaces exterior lighting on a regular basis.
- If certified for pool maintenance, cleans and maintains pool as directed.
- Maintains awareness of proper safety precautions at all times.
- Constantly observes condition of apartment community and immediately reports and/or initiates action to correct unsafe conditions.
- Maintains an awareness of utility meter cutoffs, apartment and fixture cutoffs, sewer cleanouts, etc.
- Ensures that storage areas remain locked when not in use.

GENERAL

- Conduct all business in accordance with company policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.
- Physically walks the community on a frequent basis and removes litter, debris and pet droppings from the grounds. It is especially critical that the following areas remain neat



and free of litter at all times:

- Pool Area
 - Laundry Room
 - Mail Rooms (if applicable)
 - Dumpster Areas
 - Recreation Areas
 - Grounds adjacent to the road, in front of the office
 - Walkways to and from and between buildings
 - Parking Lots and Drives
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- Performs “trash-out” duties at vacated apartments on a daily basis. Removes all abandoned furniture, trash, boxes, etc. Transfers to dumpster or storage areas, whichever is applicable.
 - Transfers trash and other items left outside of dumpster into dumpster. Picks up and sweeps area. Keeps dumpster doors closed on windy days.
 - Details community on a regular basis. Cleans and rakes shrub areas, shovels mud when necessary. Uses blower to keep sidewalks and walking areas clean of loose grass and brush.
 - Repairs and replaces windows, screens, sliding glass doors, etc. Performs routine maintenance on community as requested by Community Director.
 - Assists with various physical tasks as directed; i.e., tearing down fences, digging post holes, carrying abandoned sofas, etc.
 - Assists with make-ready duties when requested by the Community Director.
 - Helps clean and maintain storage areas.
 - Performs interior and exterior painting duties when requested. Carries buckets of paint from storage area to work site.
 - Completes minor and routine service requests when directed by the Community Director. Follows procedures when service requests are performed.
 - Changes locks, makes keys when directed.
 - Distributes communications to clients; i.e., upcoming event, pest control notices, newsletters, etc.
 - Performs work area cleanup and safety-related duties.
 - Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.
 - Performs any additional duties as assigned by the Community Director.

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 maintenance/repairs, pick up debris
 - Climb Stairs
 - Service requests, make-ready needs for 2nd and 3rd floor apartments.



- Push or Pull: Move equipment, appliances, open and close doors, etc.
- Reach Above Shoulders: Perform routine maintenance/repairs, stock and remove equipment, parts, etc.
- Climb Ladders: Perform routine maintenance/repairs.
- Grasp/Grip/Turning: Handle tools and equipment, perform routine maintenance/repairs
- Finger Dexterity: Handle tools and equipment, perform routine maintenance/repairs
- Lifting/Carrying (supplies, blowers, ladders, etc.):
 - Over 150 pounds: Rare Need (less than 1% of the time)
 - 75-150 pounds: Occasional Need (1% to 33% of the time)
 - 25-75 pounds: Frequent Need (33% to 66% of the time)
 - 1-25 pounds: Constant Need (66% to 100% of the time)

NOTE: Lifting and carrying weights exceeding 50 pounds is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include washers/dryers, refrigerators, A/C units, abandoned sofas, etc.

VISION REQUIREMENTS

- Constant need (66% to 100% of the time) to observe areas needing attention/correction. Read cautionary labels, respond to written instructions from staff.
- Frequent need (33% to 66% of the time) to see things clearly beyond arm's reach. Observe and assist in general maintenance; observe problems throughout the community.

HEARING REQUIREMENTS

- Not essential. Frequent need (33% to 66% of the time) to receive instructions from community management. Written instructions should be acceptable.

SPEAKING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate with staff and clients.

WORKING ENVIRONMENT

- Outdoors (66% to 100% of the time) in all conditions, often for extended periods of time.
- Occasional exposure to (1% to 33% of the time) to paint fumes, solvents, adhesives, etc. Example: apartments during/after make-ready.
- Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT

- **MODERATE.** Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.