

MAINTENANCE AIDE- FAMILY DEVELOPMENTS

STATUS: Non-Exempt

FUNCTION: Under general supervision, performs a wide variety of tasks for building and grounds.

SUPERVISION: Reports to the Maintenance Foreman.

ESSENTIAL JOB DUTIES: The routine work associated with the general cleaning of building and grounds.

- Pick up rubbish throughout the development
- Maintain a clean work shop
- Repair windows and screens
- Assist Complex Truck driver as needed
- Deliver notices and communications to the residents of the family developments from the office as needed.

SECONDARY DUTIES: Perform other reasonably related duties as assigned by immediate supervisor and other management as required.

PHYSICAL REQUIREMENTS: Work may require working with arms above shoulder level, walking, reaching, twisting, bending, turning, kneeling, squatting, and/or stooping. May require the ability to work in small cramped areas as well as the ability to lift, drag, or otherwise move equipment and tools and furniture. Work may require exposure to extreme weather conditions.

QUALIFICATIONS & SKILLS: Possess the ability to pleasantly and effectively deal with people. Possess the ability to take and follow directions.

EXPERIENCE & EDUCATION: A high school diploma or GED.

This is an entry level part time position at \$12 per hour.

The work week consists of 6 hour work days Monday thru Friday 8 a.m. to 2 p.m.