

Job Description
Anniston Housing Authority
Grounds/Service Technician

Department: Property Management

Date: 5-5-17

Reports To: Maintenance Supervisor

FLSA: NE

Summary

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

Essential Job Functions

1. Responsible for meticulous upkeep of grounds, amenities, building exteriors, and leasing office parking lots and other community buildings.
2. Remove trash from office areas and apartment community perimeter on a daily basis.
3. Assist maintenance team with snow removal (if applicable).
4. Report any maintenance concerns for repairs on apartments, community buildings, and/or common areas to the AMP Maintenance Supervisor.
5. Meticulously maintains curb appeal.
6. Assist management team with other various tasks as required.
7. Uphold all company policies, goals and values.
8. Ensures that unsafe conditions are corrected in a timely manner.
9. Learns and ensures compliance with all company, local, state and federal safety rules.
10. Immediately report all unsafe conditions.
11. Neat, clean and professional at all times throughout the workday and/or whenever present at the community.

Knowledge, Skills, and Abilities

1. Demonstrate strong communication skills for communicating with residents, co-workers, and senior management.
2. Comply with expectations as demonstrated in the employee handbook.

Physical Nature of Position

1. Ability to work in wet, damp, hot or cold conditions for extended periods of time.
2. Ability to work while standing for extended periods of time.

Minimum Requirements

1. Physically capable of performing duties.
2. Must be able to read and write.
3. Must have a valid driver's license.
4. Must be insurable with the housing authority's insurance carrier.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodations, depending on the nature of the disability.