Part-time Porter/Maintenance Tech Job Description

EMPIRE HOMES OF MARYLAND

Empire Homes of Maryland strives to provide the highest quality affordable housing with a superior level of customer service in order to establish a sense of community and to promote a better quality of living. Our proven property management principles and practices are augmented by a comprehensive array of supportive services offered to our residents – individuals, families, persons with disabilities – and created with sensitivity and innovation by our talented professional staff. We offer a competitive salary and benefits package including medical, dental, vision, and 401k.

Summary:

The primary responsibilities of the Porter/Maintenance Tech involve the upkeep of the property in order to enhance and maintain its curb appeal. The Porter will also assist the rest of the staff, as directed, in their efforts to manage the property in an efficient manner.

Duties:

- Clean and maintain the apartment building, grounds, etc.
- Physically walks the property on a frequent basis and removes litter, debris, cigarette butts and pet droppings from the grounds.
- Performs "trash-out" duties at vacated apartments on a daily basis. Removes all abandoned furniture, trash, boxes. Transfers to dumpster or storage area, whichever is applicable.
- Checks and replaces exterior lighting on a regular basis.
- Maintains awareness of proper safety precautions at all times.
- Constantly observes condition of apartment property throughout the community and immediately reports and/or initiates action to correct unsafe conditions.
- Needs to be aware of all utility meter cut-offs, apartment and fixture cut-offs, sewer cleanouts.
- Ensures that storage areas always remain locked when not in use.
- Performs repairs, troubleshoots systems, and completes preventative maintenance. Adheres to standardized diagnostic approaches for preventative maintenance, system troubleshooting.
- HVAC systems and electrical circuits.

- Participates in on-call emergency rotation and responds to emergencies as needed.
- Conducts maintenance-related inspections, including building and alarm systems inspections. Assists in preparing property for inspections by Real Estate Assessment Center (REAC), Housing Finance Agency (HFA), and other regulatory agencies.
- Inspects vacant units, ensuring turnovers are completed.
- Ensures tools and equipment are in optimum condition.
- Inspects subcontracted service providers and documents work and product quality.
- Removes snow and ice from sidewalks, walkways, steps, and driveways.
- Attends and completes all required training.
- Completes repairs as directed.

Required Skills

- High School diploma or equivalent
- Collegiate degree (including vocational) preferred
- 2 years maintenance or construction experience
- 1 or more years experience as a full-charge maintenance technician preferred
- Knowledge of maintenance systems, including inventory control, preventative maintenance, and work order record keeping
- Knowledge of mechanical systems and equipment including HVAC, landscaping, carpentry, painting, hydraulic systems, and electric motors
- Proficiency in electrical troubleshooting of high and low voltage and the use of diagnostic equipment, including volt/ohm meters
- Proficiency in plumbing repairs and troubleshooting
- Ability to provide technical assistance to other maintenance associates
- Ability to perform heavy lifting (at least 60 lbs), climb ladders up to 24 ft, stand and walk for 8 hours, and perform other physically demanding duties as directed
- Requires ability to read, speak, and comprehend the English language
- Requires the ability to travel (between properties, training, errands, etc.)
- Valid driver’s license preferred. This requirement could change depending on the staffing and needs of the property
- Requires possession of small hand tools (full set of screw drivers, full set of wrenches, hammer, 18 volt drill, etc.)

Job Location Baltimore, MD, US.