

Grounds/Utility

Job Responsibilities

Maintain the grounds and areas of the property under the direction of the Property/Operations Manager.

AREA OF RESPONSIBILITY

- Responsible for the completion of service requests as assigned.
- General Trash pick-up on the grounds, curbs and dumpster areas.
- Maintain landscaping beds, pull weeds and water as directed.
- Sweep sidewalks/curbs and general detailing of parking lots.
- Water grass areas when needed.
- Assist in the completion of make-ready process of vacant apartments as directed by Property Manager.
- Coordinate special projects as directed by the Property Manager.
- Responsible for alerting the Property Manager of any unusual occurrence and/or damage that have taken place or that may occur.
- Complete payroll time sheets and submit to supervisor daily.
- Maintain a professional courteous manner with all residents, vendors, contractors, and fellow employees.
- Assure safety standards are used which comply with all company, local, City, State and Federal guidelines.
- Ensure compliance of all work related activities in a fair, ethical, and consistent manner.
- Complete other tasks or projects that maybe identified.
- Follow established company policies as outlined in the Employee Guidebook.