



Job Description

Job Title – Maintenance Custodian

Nature of Work:

Reporting directly to the Community Manager, the Maintenance Custodian is responsible for maintaining a clean, safe, and well-functioning property through a combination of custodial services and routine, non-technical maintenance tasks. This position performs daily cleaning of common areas, completes minor work orders, conducts basic inspections, and assists with preventive maintenance activities. The Maintenance Custodian identifies and reports more complex repair needs and supports the overall habitability, appearance, and safety of the property and its residents.

Job Essentials:

- Commitment to core values of Excellence, Compassion, Stewardship, and Community.
- Speak, write, read, and understand the English language well enough to perform the essential duties of the job.
- Identifies maintenance issues and completes minor repairs or reports issues for further action.
- Ability to meet deadlines.
- May assist with basic emergency response needs as directed.
- Possess basic math and measurement skills sufficient to perform assigned duties.
- Possess the dexterity to use a computer, phone, and maintenance equipment.
- Must be able to hear with or without amplification devices.
- Ability to prioritize work effectively with others and in a self-directed manner.
- Demonstrate a self-motivated attitude and ability to comprehend the importance and confidential nature of all information.

Job Duties:

Custodial Services & Routine Maintenance

- Performs daily cleaning of common areas, including hallways, offices, and shared spaces (i.e., restrooms and community kitchens).
- Removes trash and maintains cleanliness throughout the property.
- Completes minor maintenance tasks such as replacing light bulbs, filters, and batteries.
- Performs basic repairs such as unclogging drains, tightening fixtures, and painting.
- Performs unit turnovers, including cleaning and minor preparation work.
- Maintains exterior cleanliness, including litter removal.

Work Orders & Preventive Maintenance

- Completes assigned basic work orders in a timely manner.
- Reports complex or technical maintenance issues to the Community Manager.
- Assists with routine inspections and preventive maintenance tasks as directed.

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Safety, Grounds, & Seasonal Tasks

- Performs sidewalk snow removal and salting on a timely basis.
- Maintains equipment, storage, and work areas in a clean and orderly condition.

Supplies, Equipment, & Inventory

- Stocks, organizes, and maintains maintenance supplies; maintains adequate inventory to meet the property's needs.

Communication & Collaboration

- Communicates effectively with the Community Manager on all maintenance issues.

Other Duties:

Other duties as assigned by the Community Manager and/or a member of the Executive Leadership Team. Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education and Experience:

- High school diploma or GED preferred.
- One year of custodial, janitorial, or basic maintenance experience preferred.
- Basic knowledge of cleaning practices and minor repair techniques.
- Ability to use common hand tools.
- Computer literacy skills; and
- Well-developed interpersonal skills, time management and crisis management skills; organization and prioritizing abilities; attention to detail and accuracy; sound judgment and reasoning ability; excellent oral communications skills; and ability to meet deadlines.

Work Conditions:

This job operates in a building containing multiple housing units. This role routinely uses standard maintenance equipment and tools; occasionally uses office equipment. This is a smoke-free environment. Reliable transportation and possession of a valid driver's license are required. The employee may be required to travel throughout the day and commence the workday at various locations.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee is frequently exposed to outside weather conditions, dust, and dirt. The employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. Occasional exposure to heat, cold, fumes, odor, and noise. Seldom exposed to dryness, wetness, vibration, and poor ventilation. The employee must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds unassisted.

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Supervisory Responsibilities:

The Maintenance Custodian does not perform any supervisory duties.

FLSA Status: Non-Exempt

Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the Maintenance Custodian position.

Employee

Date