

PORTER/GROUNDSKEEPER

Good Harbor Management LLC (“Good Harbor”), an affiliate of Alden Torch Financial LLC (“Alden”), was formed in 2016 for the purpose of providing proprietary, multifamily property management services for affordable housing assets principally owned and controlled by Alden through its numerous affiliates.

Job Description:

The primary responsibilities of the Porter/Groundskeeper 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.

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Roles & Responsibilities

This position has responsibility for:

Physically walking the property on a frequent basis and removes litter, debris, cigarette butts and pet droppings from the grounds. It is especially critical that the following areas remain neat and free of litter at all times.

- Management Office
- Laundry room.
- Pathways to show units/models.
- Dumpster areas.
- Grounds adjacent to the road, in front of the office.
- Exterior lighting fixtures.
- Pool area.
- Mail rooms (if applicable).
- Stairways and breezeways.
- Recreation areas.
- Walkways to and from and in-between buildings.
- Parking lots and drives.

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.

Transfers trash and other items left outside of dumpster into dumpster. Pick-up and sweep area. Keeps dumpster/compactor doors closed on windy days.

Details property on a regular basis. Cleans and rakes shrub areas; shovels mud when necessary. Use blower to keep sidewalks and walking areas clean of loose grass and brush.

Repairs and replaces windows, screens, sliding glass doors, etc. Performs routine maintenance on property as requested by manager and senior maintenance technician.

Assists with various physical tasks as directed; e.g., tearing down fences, digging post holes, carrying abandoned sofas, and lien items, etc.

Assists with "make-ready" duties when requested by the manager or senior maintenance technician.

Helps clean and maintain storage and shop areas.

Performs interior and exterior painting duties when requested. Carries buckets of paint from storage area to work sites.

Completes minor and routine service requests when requested by manager and/or senior maintenance technician. Follow procedures when service requests are performed.

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Change locks, rekeys and makes keys when directed.

Distributes resident communications to residents; e.g., upcoming events, pest control notices, newsletters.

Performs work area clean-up and safety related duties.

Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels as circumstances warrant.

Performs any additional duties assigned by senior maintenance technician and manager.

Equipment Requirement:

Required to wear back support belt, and gloves as tasks dictate.

Equipment/Machinery/Tools:

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

- Hand Tools: Various wrenches, hammer, grips, saws, sledgehammer, snips, posthole diggers, etc. (not provided by the company)
- User-Moved Aids: Wheelbarrows, dollies, hand trucks, buckets, jacks, step ladders, full ladders.
- Power Tools: Blowers, power washers, etc.

Physical Requirements:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

- Bend/Stoop/Squat/Kneel - Perform routine maintenance/repairs, pick up debris.
- Climb Stairs - Routine duties require access to all levels.
- Push or Pull - Move equipment, appliances, open and close doors, etc.
- Reach Above Shoulder - Perform routine maintenance/repairs, stock and remove equipment.
- Climb Ladders - Perform routine maintenance/repairs.
- Grasp/Grip/Turning - Handle tools and equipment, perform routine maintenance/repairs.
- Finger Dexterity - Handle tools and equipment, perform routine maintenance/repairs.

Lifting/carrying (supplies, blower, ladders, etc.):

- Over 150 lbs. - Rare need (less than 1% of the time)
- 75 - 150 lbs. - Occasional need (1% to 33% of the time)
- 25 - 75 lbs. - Frequent need (33% to 66% of the time)
- 1 - 25 lbs. - Constant need (66% to 100% of the time)

Note: Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons and while wearing the required, appropriate safety equipment.

Examples of heaviest items lifted include washer/dryers, refrigerators, A/C units, abandoned sofas, etc.

Working environment

Outdoors (66% to 100% of the time), all conditions, often for extended periods of time.

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Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

Reasoning Development

Moderate: Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

Willingness and ability to utilize tablet/mobile devices and software efficiently. Must be able to complete all required training within thirty (30) days of hire date.