

Job Description

Job Title: Condo Maintenance / Building & Grounds Handyman

Reports to: Ameri-Tech Property Mgt Co.

Position Summary: A skilled and hard-working maintenance personnel to maintain the exterior buildings, grounds and associated common spaces of a 6 building, 92-unit condo community. We pride ourselves on sustaining excellent curb appeal as well as providing our tenants with a safe and beautiful place to live. The job responsibilities shall include, but not limited to, the maintenance and upkeep of pool, general janitorial cleaning of pool and building(s) common areas and upkeep of grounds.

Duties & Responsibilities:

The responsibilities shall include pool area maintenance, janitorial duties, ordering cleaning supplies, replacing broken fixtures, painting, emptying trash, cleaning windowsills, handrails, clearing litter and debris from the grounds. Interact with vendors as required. Some minor installation and equipment inspection work may be required.

DAILY (based on 3/days per week):

- Police grounds and parking lots for litter, downed branches, and large deadfall and trees. Report deferred maintenance to Property Manager
- Respond to resident requests for minor requests
- Inspect all community areas to identify problems, report to Property Manager if unable to resolve immediately
- Treat for ants and remove wasp nests as discovered
- Fill in animal holes as discovered

TWICE WEEKLY:

- Clean pool deck and furniture, arrange chairs and tables, verify umbrellas are working. Uncover pool (may be limited to winter months), maintain restrooms, maintain and clean water fountain and shower area, empty trash receptacles at pool, pool toys should be organized in/at proper container.
- Check all exterior lighting, replace bulbs if needed and maintain as necessary. The emergency lights in stairwells shall be monitored by Condo VII maintenance but may be replaced by contractor due to the limited access to lights.

TWICE MONTHLY:

- Check all exterior lighting, replace bulbs if needed and maintain as necessary (for example, excess dirt, bugs, etc.). The emergency lights in stairwells shall be monitored by Condo VII maintenance but may be replaced by contractor due to the limited access to lights.
- Wipe down windowsills with damp cloth
- Wipe down handrails on common walkways
- Stairwells shall be blown clean
- Check and refill Rid-O-Rust container related to sprinkler system

QUARTERLY:

- Pressure wash all pool deck, walkways, stairwells and under carport.

NOTE: Pressure washing under carports may be more frequent during the Florida rainy season to control and manage the 'slippery' moss-like substance on the pavement. This takes priority for resident(s) safety.

TWICE ANNUALLY:

- Pressure wash sidewalks
- Manually turn off water valves to ensure they are operable; report to Ameri-Tech after each inspection with results

AS NEEDED:

- Troubleshoot and repair minor electrical and plumbing problems, make wood repairs when necessary and feasible, touch up paint where needed, check windowsills for cracks, keep maintenance room inventory with routine supplies for maintenance, pool and restrooms, maintain a calendar with dates and inventory of supplies purchased.
- Power washing under carports shall be required more frequently during the rainy months.
- Any of the above duties may be rescheduled due to unforeseen priorities or as directed by supervisor.
- Any other activities as directed by Ameri-Tech

Equipment Used:

- Leaf blower, power washer, ladder, paint sprayer, hand tools (drill, hammer, etc.). Or as the job/project requires.

Qualifications:

- Experience with minor plumbing and electrical systems
- Excellent facility with common hand and power tools
- Ability to communicate well with property management, vendors and residents
- Willingness to uphold company standards for safety and efficiency

Benefits:

- Paid Holidays (*if a scheduled work day*): New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas Day.