

PORTER JOB DESCRIPTION

- Painting apartments
- Painting exterior of apartment buildings
- Laying tile
- Wax/buff/strip floors
- Remove debris from vacated apartments
- Clean up for move-ins
- Install counter tops, appliances and base boards
- Move washers/dryers
- Install appliances
- Replace bulbs
- Switch plate replacement
- Door lock repair/replacement
- Report damage to apartment buildings to manager
- Report discarded household furniture to manager
- Report abandoned vehicles to manager
- Break up and remove furniture found on property
- Assist maintenance as needed
- Report maintenance problems to manager
- Clean gutters
- Water plants
- Power washing
- Mow and trim grass
- Pick up debris from grounds
- Dig posts
- Light maintenance
- Change A/C filters
- Check smoke alarms
- Keep up mail area
- Pool cleaning and maintenance
- Run errands
- Accompany exterminator (unlock doors to allow spraying inside apartments)
- Distribute letters to residents
- Deliver parts and equipment
- Duties include but are not limited to the items listed above. As the need arises, you may be asked to perform other duties that may be necessary to maintain the property in a clean, safe and healthy condition.

Reports to: Manager (Assistant manager when manager is not present)

Supervises: None