



## FAMILY ELDERCARE

### Job Description

Job Title: Property Maintenance/Janitorial – Senior Affordable Housing	Reports To: Housing Director
Department: Housing and Homelessness	Work location: Senior Affordable Housing Facility
Position Status: - Full-time FLSA Classification – Non-Exempt	Salary Range: \$ 5 0 , 0 0 0

The Property Maintenance worker is responsible for performing a wide range of day-to-day repairs and upkeep tasks to ensure safe, clean, and efficient operation of a multi-unit senior affordable housing property. This role includes minor electrical, plumbing, carpentry, painting, and structural repairs, as well as preventative maintenance and unit turnover work. The Maintenance Worker will also assist with janitorial duties in the community spaces, including sweeping, mopping restroom cleaning and general upkeep to maintain a welcoming environment for residents. This position requires completing work orders and related documentation in a timely, professional manner- while utilizing and reporting tracking outcomes.

#### **Essential Duties and Responsibilities**

##### **1. Day-to-Day Operations**

- Perform minor electrical repairs inside and outside of units, including breakers, outlets, switches, disposals, ceiling fans, and lighting systems.
- Conduct structural and carpentry repairs such as door repairs/replacements, exterior repairs, interior wall patching, door handle replacements, and limited tile work.
- Carry out interior and exterior painting, including drywall and siding preparation, staining, and finishing of wood surfaces.
- Complete plumbing repairs and replacements such as faucets, supply lines, and toilets.
- Respond to and complete work orders, forms, and related paperwork accurately and in a timely manner.
- Perform janitorial and cleaning duties in community spaces, including sweeping, mopping, restroom cleaning, and general upkeep.

##### **2. Additional Responsibilities**

- Perform preventative maintenance on building systems, equipment, and units to reduce the need for emergency repairs.
- Respond to after-hours maintenance emergencies as needed to ensure resident safety and property protection.
- Conduct routine inspections of units, common areas, and building systems to identify maintenance needs proactively.
- Maintain inventory of tools, equipment, and supplies, and report shortages or repair needs promptly.
- Ensure compliance with safety standards, federal property requirements, and organizational maintenance policies.
- Assist with Unit Turnovers, including cleaning, repairs, and preparation for new residents.
- Support property management staff in maintaining a safe, welcoming, and well-functioning community environment.

- Keep gutters, downspouts, and drainage systems free of debris to prevent clogs, water damage, and safety hazards.

### **3. Collaboration and Reporting**

- Work closely with Family Eldercare's Housing Director, Finance Department, and VP of HHS to ensure timely reporting and smooth operations.
- Monthly Reporting on Work Order Tracking and Completion Records.

### **Competencies**

- Technical Knowledge – Demonstrates basic proficiency in electrical, plumbing, carpentry, painting, and general maintenance.
- Problem Solving – Quickly identifies issues and determines effective solutions to minimize disruptions.
- Safety Awareness – Follows OSHA, federal, and organizational safety standards; prioritizes resident and staff safety.
- Attention to Detail – Completes repairs, inspections, and documentation accurately and thorough.
- Customer Service – Interacts with residents and staff in a courteous, respectful, and professional manner.
- Communication – Clearly documents work performed and communicates maintenance needs to supervisors.
- Reliability – Consistently arrives on time, completes tasks independently, and follows through on commitments.
- Adaptability – Adjusts to changing priorities, emergencies, or new assignments with flexibility.

### **Education**

- Required: Minimum 2 years of Maintenance work.
- Required: High school diploma or GED

### **Working Conditions**

- This position is onsite Monday – Friday, 8:00 am – 5:00 pm.
- Routine use of standard office equipment such as computers, phones, and photocopiers.
- Regular interaction with residents, staff, and community partners.
- Must be able to lift up to 100 pounds as needed and perform property repairs.

### **Background Check**

- Ability to meet minimum standards for criminal background check.

**Application Process:** We welcome all qualified candidates to apply and strongly encourage individuals who bring diverse perspectives and lived experience to join our team. We are particularly interested in applicants who have a deep understanding of, and commitment to, the communities we serve.

### **Travel:**

This position requires daily transportation and regular use of personal vehicles. Typical workdays will be based at Family Eldercare offices with frequent travel to housing developments and community sites.

Approved work-related mileage is reimbursed at the current IRS rate.

**Acknowledgement and Review:**

By signing this job description, I acknowledge that I meet the qualifications and am able to perform all job functions, duties, and responsibilities with ☐ or without ☐ reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the company any need for accommodation- I acknowledge that I have read, understand, and may receive a copy of this job description. I further understand that Family Eldercare reserves the right to modify any company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee Signature: