



FAMILY ELDERCARE

Lead Property Maintenance/Janitorial

Job Description

Job title: Lead Property Maintenance/Janitorial – Senior Affordable Housing

Reports to: Property Manager

Program: Housing and Homelessness

Work Location: Senior Affordable Housing Facility

Position Status - Full-time
FLSA Classification – Non-Exempt

Salary Range - \$24-\$26 Hourly

Job Summary:

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.

Education and/or Work Experience Requirements:

Essential Duties and Responsibilities

- Perform advanced maintenance, troubleshooting, repairs, and replacements involving electrical, plumbing, HVAC, appliances, and building systems in occupied and vacant units, including breakers, GFCI outlets, switches, lighting systems, ceiling fans, disposals, toilets, faucets, supply lines, shut-off valves, drain systems, water heaters, and common-area equipment.
- Diagnose HVAC system issues, perform preventative maintenance and minor repairs, and coordinate major repairs with licensed contractors as necessary.
- Complete structural, carpentry, and general repairs, including door repairs and replacements, exterior building repairs, interior wall patching, door hardware replacement, limited tile work, and other building maintenance projects.
- Perform interior and exterior painting, drywall and siding preparation, staining, finishing, and related surface repairs.
- Respond to and complete work orders, inspections, forms, and related documentation accurately and timely.
- Maintain the cleanliness and appearance of community spaces through janitorial duties, including sweeping, mopping, restroom cleaning, and general upkeep.

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.

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.

Preferred Certifications

- HVAC Certification (Heating and Air Conditioning)
- EPA Section 608 Certification (Universal Preferred)
- Certified Apartment Maintenance Technician (CAMT)
- Building Maintenance Certification
- Electrical or Plumbing Technical Certification

Education

- Minimum 2 years of Maintenance work
- Highschool Diploma or GED

Working Conditions/Physical Requirements:

- This position is onsite Monday – Friday, 8:00 am – 5:00 pm.
- This position requires daily transportation and regular use of personal vehicles.
- 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.

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.
- Ability to meet minimum standards for criminal background check.
- Valid Texas Driver's License and Vehicle Insurance.

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:

Date: