



Grounds and Common Area Maintenance Job Description

Reports To: Regional Service Supervisor or Service Supervisor

Supervises: No direct reports. Works laterally with other property employees to ensure necessary tasks are completed.

Compensation: Non-Exempt/Hourly.

Gillespie Group requires a background and drug screen as a condition of employment. A valid driving license and current automobile insurance is required. Position requires individuals to furnish their own vehicle to fulfill all the job's functions.

Education, Training, and Experience/Qualifications:

➤ Education:

- This position does require the ability to read and write English fluently, and the ability to perform basic to intermediate mathematical functions.
- Must be knowledgeable and comply with all Fair Housing and ADA laws and regulations.

➤ Special skills or equipment required:

- Must be capable of operating standard tools.
- Display effective communication, customer service, and organizational skills.
- Must be able to receive and follow detailed instructions, as well as give them, and ensure detailed instructions are followed.

➤ Physical and/or mental requirements:

- Pass required physical testing and includes the below abilities
- May be required to lift and carry up to 100 pounds in various forms.
- Must be capable of working in extreme hot or cold temperatures; wear safety glasses, mask, gloves, and back support when needed.

Job Description: Responsibilities include but are not limited to:

- Trash pick up daily or repeatedly as needed – especially the day of mowing and trash removal
- Curb/sidewalk sweep/clean up
- Sweep parking lots

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- Carport clean out
- Completes basic service tasks
- Tasks associated with prepping apartments for new tenants such as painting
- Spray weeds in parking lot, carports and sidewalks
- Pulling weeds as well as dead head and water flowers
- Clean up of beds in the spring and fall
- Trim shrubs as needed
- Lay mulch around the property
- Dumpster coral repairs/clean-up of area
- Remove pet waste, if needed
- Maintain rain gardens/flowers pots
- Interior/exterior light checks
- Coordinates activities daily with maintenance supervisor
- Routinely wipe down commonly touched surfaces (door handles, elevator buttons, etc.)
- Deep clean hallways – fixtures, fans, etc. – at least annually or bi-annually as needed
- Cleaning of dryer vents
- Painting doors, touch up trim, touch up post, etc.
- Salting and snow removal – sidewalks and ADA parking
- Minor exterior repairs, downspouts are clear and working, splash guards are in place and in good shape, lower siding repair, etc.
- Report to supervisor any missing shingles, fascia, edging completed, etc.
- Irrigation – report to supervisor any areas where irrigation may not be working properly
- Performs all other duties as assigned

ATTRIBUTES:

- Core Values:
 - Positive team player
 - Trailblazer
 - Grit
 - Knowledgeable
 - Trustworthy

FAIR HOUSING ACT (“FHA”) / ANTI-DISCRIMINATORY LAWS & ORDINANCES:

Under the FHA, state laws and many local ordinances, no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to

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periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

This position is responsible for performing necessary maintenance duties and implementing preventive maintenance procedures, maintains the property with the highest standards. Must interact with residents in a positive and professional manner.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

SIGNATURES:

Employee Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.

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