

Job Title: Maintenance Custodian	Full Time: 40 hours per week + on call	Petra Community Housing
Department: Facilities	Range: \$13.50 to \$16.50 Hour*	MC 2020

Position Overview

The Facilities Maintenance Custodian works under the supervision of the Facilities Coordinator and is responsible for the efficient execution of maintenance and upkeep of the buildings and grounds during regular and non-regular business hours. This individual performs various janitorial duties necessary to maintain and enhance the value of Petra communities. Expected outcomes include extensive cleaning, painting, and minor repairs of vacant apartments to a market ready status, working as a team along with the maintenance staff to ensure the community meets the quality maintenance standards set by Petra Community Housing.

Essential Job Functions

- Cleaning of all common areas and office space in each building
- Performs heavy cleaning duties, such as wet- or dry-mop floors, shampooing rugs, VCT cleaning and waxing, washing walls and glass, removing rubbish, and pressure washing.
- Empty trash cans, replenish bathroom supplies, landscaping, grass cutting and snow/ice removal.
- Prepares or assists in preparing all vacant apartments to a market ready condition including apartment painting.
- Dusts furniture and equipment, and replaces light bulbs.
- Assists in maintaining inventory of cleaning and restroom supplies.
- Apartment/general paint preparation and painting.
- Follows company procedures regarding safety and emergencies.
- Provides assistance to the maintenance staff when requested
- Assists with resident functions, as requested.

Knowledge and Skills

- Ability to prepare written reports regarding inventories, maintenance work orders, and maintenance issues.
- Strong customer service skills and effective interpersonal communication skills.
- Familiarity with basic tools and grounds-keeping equipment such as rakes, ladders, leaf blowers, power washers and power tools.
- Apartment rehab.
- Snow Removal.
- Demonstrated custodial experience.
- Previous experience in a related maintenance field.
- Demonstrated painting experience.
- Entry level computer skills including Microsoft Office and Outlook.

Requirements

- Combination of: High School Diploma, 2+ relevant experience
- Available to work evening and weekend hours. (On-call required)
- Physical stamina to perform duties.
- Snow and ice removal (required)
- Maintain a neat, clean appearance.
- Must maintain a valid Pennsylvania driver's license
- Must pass background check and drug screening to qualify for position
- **Must reside within 15 miles of Petra properties.**

Desired Ability

- Floor Care
- Landscaping Experience

* Wage will be assigned commensurate with experience and certified skills
Health, Dental, Life and 401k benefits available after waiting period

Note: This job description is not intended to be all inclusive. Other duties may be assigned
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