

Job Description

Ocean Riviera Condo Maintenance Worker

Position Summary:

Maintenance Workers perform a variety of tasks to include painting, raking, trash removal, cleaning, and repair work commonly associated with condominiums, etc. Responsibilities include working with the Management, Board of Directors, other staff, and residents, to ensure that the grounds and facilities are clean and excellently maintained. The ability to paint as well as very good mechanical skills and knowledge are necessary for this position.

Education/Experience/Certificates/Licenses/Skills Required:

High School Diploma or equivalent preferred

Successful experience as a maintenance employee

Very good mechanical skills & knowledge as it relates to the position

Ability to paint and conduct minor drywall repairs

Ability to perform routine minor repairs typically associated with a condo building and grounds

Ability to read technical manuals/instructions/drawings

Experience using a variety of hand tools

Demonstrates honesty & integrity

Ability to work well with others

Self-Motivated, Capable of working independently and staying on task without oversight

Calmly manages difficult/emergency situations

Possesses appropriate Licenses/Certification for the position or is able to obtain it

Position Duties & Responsibilities:

Actively involved in the maintenance, repair and landscape of the property, including the beach area: Takes initiative to ensure that the building and grounds are excellently maintained and in a good state of repair

Follows the direction of the Maintenance Supervisor and Property Manager

Adheres to the established maintenance routines and schedules and completes all work in a timely and professional manner

Is observant throughout the property and reports to the maintenance supervisor any items needing attention

Maintains an orderly and clean work environment, including returning all tools to their proper location

Takes pride and ownership in work responsibilities

Communicates effectively with the Supervisor, Manager, Board of Directors, residents, staff and vendors.

Conducts self in a respectful and dignified manner at all times and works well with others

Follows up and follows through with outstanding issues

Arrives to work on time and ready to work

Responds to emergency situations calmly and effectively

Any and all other duties as assigned

Physical Requirements:

Physical Stamina

Able to walk building and grounds on a regular basis each day

Able to routinely lift 50 lbs

Ability to perform repetitive motions required in tasks such as painting, raking, sweeping, vacuuming, climbing ladders, etc

Work Schedule:

Typically 5 days/week

40-Hour work week with occasional overtime

Compensation & Benefits:

Hourly rate and benefits commensurate with skills, experience and education