Unit Specialist

Summary

A Unit Specialist performs a variety of semi-skilled and routine tasks pertaining to cleaning and preparing an apartment for re-renting.

Essential Duties and Responsibilities

- Cleaning and preparing apartments for rental;
- Cleaning and preparing surfaces for painting; Painting walls, ceilings, trims, doors, etc.
- Working with regular household cleaning materials, products, and chemicals;
- Assisting in all types of maintenance with the supervision of a person or persons of a higher classification
- Distributes resident communications to residents; e.g., upcoming events, pest control notices, newsletters as needed
- Any and all general clean-up work

Other responsibilities

- Maintains a professional courteous manner with all residents, vendors, contractors, and fellow employees
- Assures safety standards are used which comply with all company, local, City, State, and Federal guidelines
- Follows established company policies and those outlined in the Employee Handbook

Job Qualification / Requirements

- Must have valid driver’s license
- Willing to assist co-workers in projects if necessary
- Successful completion of criminal background check and post offer drug screen
- Ability to work independently
- Ability to communicate with fellow employees as well as tenants and outside vendors
- Must have basic carpentry skills (tighten cabinet hinges, replace wall outlet cover, etc);
- Must be able to use basic tools and equipment and perform the work requiring the use of the tools and equipment, including: measuring devices, screwdrivers (manual or power), hammers, chisels, scrapers, paint brushes, buffing machines, grinders, brooms, mops, scouring pads, sponges, snow shovels, earth shovels, rakes

Physical Requirements

- Constant need to be on feet. (75% to 100% of the time)
- Have constant need to perform the following physical activities (75% to 100% of the time):
  - Bend/Stoop/Squat/Kneel - Perform routine maintenance/repairs, pick up debris.
  - Climb Stairs - Routine duties require access to all levels.
  - Reach Above Shoulder - Perform routine maintenance/repairs (clean gutters, etc).
  - Climb Ladders - Perform routine maintenance/repairs.
  - Grasp/Grip/Turning - Handle tools and equipment, perform routine maintenance/repairs.
  - Lifting/carrying (supplies, blower, ladders, etc.):
    - 75 - 150 lbs. - Occasional need (1% to 33% of the time)
    - 25 - 75 lbs. - Frequent need (33% to 66% of the time)
    - 1 - 25 lbs. - Constant need (66% to 100% of the time)
- Working environment outdoors (66% to 100% of the time), all conditions, often for extended periods of time.