



***Title: Porter***

***FSLA: Non-exempt***

***Purpose:*** To efficiently maintain the physical appearance of the apartment community's grounds, pools and buildings.

***Reports to:*** Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

***Qualifications:***

- Must have average communication skills to be able to understand and follow directions.
- Prefer knowledge of pool maintenance and general grounds care.

***Special Licenses or Certificates Required:*** None

***Essential Functions:***

- Performs daily cleaning and maintenance of grounds and common areas.
- Maintains pool, pool areas and pool furniture.
- Provides door to door trash pickup on properties that offer service.
- Trashes out vacant apartments.
- Moves appliances, with assistance, using appliance dolly.
- Assists maintenance in maintaining a clean and orderly community.
- Accompanies vendors to apartments.
- Adheres to company key procedures.
- Cleans and shampoos carpet.
- Waters plants and grass as required.
- Participates in an ongoing property improvement plan and preventative maintenance program.
- Reports any maintenance problems.
- Distributes resident notices to residents.
- Assists with resident functions as required.
- Must be prompt, on time to work and have good, regular attendance.
- Adheres to and complies with company safety policies and rules and wears personal protective equipment (PPE) as directed. Adheres to OSHA safety standards that are applicable for the safe performance of the job.
- Maintains courteous and helpful demeanor with residents, prospective residents, co-workers, vendors, etc.
- Works overtime, weekend, holiday and evening work as required.
- Wears company uniform with Concierge ID badge during work hours.
- May be transferred or assigned to work at another CAM property.



Essential Functions (continued):

- Must have mode of communication in which to be contacted at home and to respond in cases of emergency.
- Acts as a team member with all employees of the management staff.
- Complies with all policies as outlined in the CAM Operations Manual.
- Performs other duties as assigned by Property Manager (or Assistant Property Manager in Property Manager's absence) and Maintenance Manager.

Physical Requirements:

- Frequently lifts and carries up to 45 pounds (i.e. 5 gallon paint can).
- Occasionally lifts and carries up to 80 pounds (i.e. bag of concrete).
- Pushes and/or pulls (appliances) using appliance dolly, up to 200 pounds.
- Moves objects from one floor to another.
- Frequently bends/stoops, climbs stairs, kneels, balances, reaches above shoulder height, walks and twists.
- Has normal range of vision, hearing and speech.

Equipment and Materials Used:

- Appliance dolly
- Pressure washer
- Shampoo machine
- Tilt dumpster
- Wet vac
- Ladders, including extension ladder
- Pool chemicals
- Cleaning chemicals

Environmental Demands:

Indoors: 5%

Outdoors: 95% (in all weather conditions)

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, not permanent and it may be modified at any time.



At the request of their Supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Employee Name (print)