



## Facilities Job Function

# Property Operations Assistant (Non-Resident)

Grade 53

### Typical Duties

1. Ensures that properties are maintained to the standards established by HPRE, for all physical aspects of buildings, systems, and grounds
2. Monitors to ensure that all systems are maintained in good working order: mechanical systems and equipment, heating, plumbing, electrical, fire protection, and fixtures.
3. Completes work requests, maintenance projects, and operational assignments with a minimum of supervision.
4. Completes minor repairs to systems and equipment including, but not limited to: mechanical, electrical, heating, plumbing, carpentry components, and appliances.
5. Participates in performing building inspections, preventative maintenance, and monitoring of environmental programs.
6. Coordinates the work of outside contractors.
7. Assists Property Managers with projects and completes other duties as assigned.

### Typical Requirements

#### *Education:*

*Skills and Experience:* Must have journeyman-level experience in maintenance, construction, or building trades. Knowledge of HVAC, plumbing, electrical and carpentry systems. Valid drivers license. Must maintain positive attitude, work effectively on teams, and support the unit in maintaining a high level of affiliate and tenant satisfaction. Must be available for 24-hour emergency on-call service on a rotational basis. Must accommodate business demands and, when HPRE, has determined it to be necessary, accept over-time for snow removal, maintenance emergencies, special projects, and peak season hours.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.