



## Facilities Job Function

# Property Operations Assistant (Resident)

Grade 53

### Typical Duties

1. Provides general labor in support of property operations activities.
2. Completes work requests, maintenance projects, and operational assignments with a minimum of supervision.
3. Completes minor repairs to systems and equipment including, but not limited to: mechanical, electrical, heating, plumbing, doors, locks, windows, appliances, and surfaces.
4. Participates in performing building inspections, preventative maintenance, and snow removal.
5. Assists with the unit turn-over process and completes other duties as assigned.

### Typical Requirements

#### *Education:*

*Skills and Experience:* Experience in the maintenance and repair of mechanical systems, appliances, plumbing, and grounds for multi-family developments. Carpentry skills preferred. Knowledge of HVAC helpful. Good communication skills. Valid drivers license required. Must maintain positive attitude, work effectively on teams, and support the unit in maintaining a high level of resident satisfaction. Must reside in HPRE housing and participate in 24-hour on-call coverage on a rotating 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. Each property group will evaluate peak season work demands, which may result in working approximately four Saturdays during the turn-over season.

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.