



## Building Assistant, On Call

**Reports To:** Building Manager

**FLSA Status:** Non-Exempt

**General Nature & Scope:** Under the direct supervision of the Building Manager, the Building Assistant will provide services to the building's residents, perform light maintenance, painting and janitorial duties. Position will also provide support services for the Housing Department. He/she will work closely with residents, housing applicants and SCIDpda staff to provide excellent housing services to the residents and its community.

Schedule flexibility is a condition of employment. The building assistant must be available to work additional hours as necessary for repairs, events, and apartment turnovers.

**Essential Duties** include the following; other duties may be assigned

- Perform light janitorial duties, light maintenance and assist in the coordination of service requests
- Maintain and develop excellent resident relations as a representative of the SCIDpda
- Distribute resident notices and correspondence
- Respond to resident service requests, lock-outs and building emergencies at multiple SCIDpda properties
- Escort and assist service technicians, vendors and contractors as needed for the building
- Assist in unit turnovers, including cleaning and light painting
- Assist in conducting move-in and move-out inspections and property inspections when directed
- Assist in showing vacant units to prospective residents and performing resident orientation
- Respond to emergency calls and initiate action for problems that need immediate attention
- Communicate in a timely manner to supervisor regarding vacancies, resident disturbances, maintenance problems/repairs and safety issues for residents and the building
- Performed other duties as assigned

**Qualifications:** The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge, Skills, and Abilities:**

- Ability to speak and write English. Ability to speak and write Chinese is a plus
- Ability to work within a schedule to complete tasks and to set expectations
- Ability to work around and clean unsanitary situations
- Customer service and detail oriented
- Pleasant and positive attitude
- Good organizational skills; ability to prioritize and handle multiple tasks with frequent interruptions and changes in priorities
- Experience working with a culturally and linguistically diverse population
- Basic computer skills

**Education & Experience:** High school education. Any combination of experience and training that would likely to provide the ability to carry out the essential duties and required knowledge; skills and abilities will be considered.

**Licenses or Certificates:** None

**Physical Demands/Working Conditions:** The physical demands here are representative of those that must be met by an employee in a housing environment to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in a resident building environment with a low to medium noise volume; while performing the duties of this job, the employee is frequently required to read, speak, stand, walk and sit.
- Ability to lift at least 40 pounds; work with cleaning products and paint
- Frequent contact with residents and potential tenants

**Hourly rate:** \$20.76

This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

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Employee's Signature

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Date