

## **JOB DESCRIPTION**

**JOB TITLE:** PROPERTY MAINTENANCE

**DEPARTMENT:** Maintenance

**EXEMPT STATUS:** Non-Exempt

**UNION STATUS:** Union

**REPORTS TO:** Maintenance Foreman

**SUPERVISES:** N/A

### **JOB SUMMARY**

This position ensures that all NBPA owned and/or managed facilities and properties are safe and functional by performing general maintenance, housing and commercial cleaning functions, such as; equipment and machinery repair, meter collections, plumbing, snow removal, painting, and custodial duties.

### **RESPONSIBILITIES**

1. Preventive maintenance and cleaning of revenue control equipment, meters and NBPA vehicles.
2. Provide emergency/unscheduled repairs of equipment.
3. Meter and Pay Station collections.
4. Repair all on-street and off-street meters and Pay Stations.
5. General property maintenance including painting, HVAC, carpentry, and plumbing.
6. Diagnose problems and replace or repair parts when necessary.
7. Landscaping including planting and weeding.
8. Respond to inclement weather conditions which directly affect NBPA operations, including snow removal by using machines and manual methods.

9. Cleaning assigned areas, including but not limited to stairway railing, signage, window sills, elevators etc. Includes the removal of all stickers and graffiti on NBPA property and managed areas.
10. Cleaning of booths and bathrooms when necessary.
11. Trash and Leaf collection and removal.
12. Maintain supplies in assigned area, ensuring proper labeling of cleaning materials, and that all materials deemed hazardous are included in the MSDS Log Book.
13. Use proper signage to indicate wet flooring or other potentially hazardous situations.
14. Immediate reporting or rectifying any conditions on NBPA property that poses a threat to safety, health and welfare of NBPA patrons, staff, tenants or property
15. Ensure safe work areas for both employees and public.
16. Maintain and uphold all NBPA Policies and Standard Operating Procedures.
17. Respond to customer inquiries in a timely manner.
18. Represents the NBPA in a professional and courteous manner and treat public and co-workers with courtesy and respect.
19. Report any conditions to appropriate department head that represent a threat to safety, health and welfare of NBPA patrons, staff, tenants or property.
20. Perform any and all duties requested by Foreman or Property Manager in a safe and efficient manner.
21. Perform any and all duties requested by supervisor and/or any manager.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

1. Working Knowledge of plumbing, carpentry, automotive and HVAC.
2. Knowledge of occupational hazards, hazardous communications and safety precautions, including use of PPE.
3. Skilled in the operation of power and manual tools.
4. Ability to repair equipment and vehicles.
5. Ability to operate a vehicle.

6. Ability to communicate with tenants, patrons and co-workers.
7. Ability to operate various types of tools and equipment safely and efficiently.
8. Ability to analyze information, solve problems and to work with minimal supervision.
9. Flexibility to work overtime as required and as directed; response to emergency situations.

### **PHYSICAL DEMANDS**

- Required to work outdoors in all weather conditions.
- Must be able to lift and move items over 50 pounds.
- Required to move, bend, kneel, stoop and crouch.
- Regularly exposed to fumes, dust and noise.
- May be required to work beyond the traditional work day due to inclement weather and other emergency situations.

### **EDUCATION**

- High School Diploma or equivalent required.

### **EXPERIENCE**

- 1-3 years experience in property maintenance and custodial preferred.

### **CERTIFICATIONS AND OTHER REQUIREMENTS**

- Valid NJ State Driver's License required.
- Forklift Certification a plus.
- Should be available to work a flexible schedule, including weekends, nights and holidays as needed.

**DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.**

