

QUEST ASSET MANAGEMENT, INC.
Job Description

JOB TITLE: Porter

REPORTING: Reports to the Maintenance Supervisor and Property Manager and works as a teammate with the Community staff, especially the Maintenance Staff.

**ESSENTIAL
FUNCTIONS:**

1. Clean garbage compactor, dumpsters, and enclosures.
2. Empty garbage dumpsters into compactor.
3. Water lawns, shrubs, and flowers, as needed.
4. Mow and trim lawn, where applicable.
5. Fertilize and rake lawn as needed.
6. Maintain sprinkler and drainage systems.
7. Turn soil and reseed lawn, as necessary.
8. Perform repairs to sprinkler system.
9. Spread beauti-bark, mulch, topsoil and perform brush cutting.
10. Perform special landscaping projects as required.
11. Pick up garbage throughout property.
12. Replace light bulbs for outside lighting as delegated by Maintenance supervisor.
13. Install and maintain fences and gates as assigned.
14. Assist in inventory control and upkeep of all ground equipment and supplies.
15. Assist with emergency maintenance.
16. Clean laundry room and mailbox areas.
17. Clean/maintain pool and jacuzzi area including cleanliness of pool furniture.
18. Clean pool and spa of debris, check chemical balance daily and adjust chemical balance as required and complete the pool log.
19. Clean breezeways, entry areas and under stairways.
20. Advise the Property Manager of any landscape and/or other exterior liability hazards.
21. Perform pressure washing as instructed by supervisor.
22. Assist in snow removal and de-icing of sidewalks, stairs and parking lots as required.
23. Perform any additional duties assigned by the Property Manager or the Maintenance Technician

REQUIREMENTS:

1. High school education or equivalent.
2. Grounds keeping or gardening experience.

3. Possess basic maintenance experience.
4. Ability to positively interact with a wide range of people.
5. Practice good safety habits.
6. Possess demonstrated willingness to learn other property tasks.
7. Appearance compatible with image of property.
8. Share on-call duties with maintenance staff and responds promptly to calls.
9. If required to drive for company a valid state driver's license and minimum amount of liability insurance required by the state is required.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

I have reviewed this description and am able to perform the duties and adhere to the standards as conditions of employment.

The job description should not be construed to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions and perform any other related duties, as may be required by their supervisor.

I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract but merely an acknowledgement of the company's expectations of me.

Signature

Date