



CHATTANOOGA
NEIGHBORHOOD
ENTERPRISE

Job Description

Rev 12/23/2024

POSITION TITLE: Porter/Groundskeeper/ Maintenance Assistant
REPORTS TO: Manager, Property Management

Exempt
 Non-Exempt
 Full-Time
 Part-Time

Summary:

Would you like to work somewhere where you feel like you really make a difference in the lives of people? Chattanooga Neighborhood Enterprise (CNE) creates and maintains affordable rental units where people can live in beautiful housing that they can afford.

CNE is searching for a Porter/Groundskeeper/ Maintenance Assistant with a “can do” attitude who likes working as a team member. The Porter/Groundskeeper / Maintenance Assistant is responsible for the meticulous upkeep/cleanliness of interior and exterior of the building, grounds, and parking lots. The Porter/Groundskeeper/Maintenance Assistant reports to the Manager of Property Management.

Essential Job Function:

- Constantly observes condition of apartment property throughout the community and immediately reports lease violations, hazards and liabilities to the Property Manager and/or initiates action to correct unsafe conditions
- Details property on a regular basis
- Clean all hallways, including sweeping and dusting
- Change light bulbs in hallways and exit signs per need
- Clean entrance door windows daily
- Maintain fire escape stairways free of debris
- Physically walks the property to removes litter, debris, cigarette butts from the grounds
- Empty all outside trash bins
- Maintain the trash bin areas
- Remove excess vegetation from properties
- Operate blowers, edgers and other landscaping equipment
- Report any work orders seen when in the field
- Report supply needs when getting low
- Assist in snow / ice removal
- Assist maintenance with work orders
- Assist maintenance with make readies
- Assist in unloading deliveries
- Assist with minor maintenance task as directed

Job Qualifications:

- Ability to stand and physically move for the duration of a workday
- Ability to lift items weighing up to 50 lb.
- Ability to stoop and bend
- Must be reliable and dependable
- Ability to demonstrate teamwork by assisting co-workers
- Ability to communicate professionally and adapt interpersonal skills to a variety of audiences
- Must have a valid Driver’s License

Physical Requirements:

	Never	Intermittent	Frequent	Continuous
<i>Endurance:</i> Sitting 6+ hours	x			
<i>Walking:</i> 1 – 3 hours				x
<i>Standing:</i> 1 – 3 hours				x
<i>Climbing/Stooping/Kneeling: 1 – 3 hours</i> Physically able to bend, stoop, and climb.				x
<i>Lifting/Pulling/Pushing:</i> Physically able to lift, pull, and reach 10 – 125 lbs.				x
<i>Fingering/Grasping/Feeling:</i> Must have full use of hands to perform tasks.				X

Work Conditions:

1. Both indoors and out
2. In all weather conditions
3. Reliable transportation with a valid driver’s license and current automobile insurance.

I understand and agree that I am able to perform the duties and responsibilities as described above, I also understand that the job description is subject to change at any time without prior notice.

Print Name: _____ Signature: _____

Date: _____

The statements included herein are intended to describe the general nature and level of work being performed by personnel assigned to this classification. Statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.