

# PART TIME VILLAGE POINTE MAINTENANCE TEAM MEMBER

---

## PART TIME MAINTENANCE TEAM MEMBER

### Summary

Responsible for the day-to-day maintenance and cleaning of the buildings, grounds and management office associated with the property to provide an impeccable and safe environment for all shoppers, tenants and vendors.

### Essential Duties and Responsibilities

- Oversee and maintain buildings and grounds by providing day porter services, that includes collecting litter that blows throughout the property, focusing on landscaping areas, sidewalks and walkways, ring roads, berms, parking lot, back of house areas, retention ponds, and roofs and along the perimeter of the property.
- Janitorial service to restrooms and management office (includes sweeping, mopping, vacuuming, high & low dusting, trash service, and disinfecting restroom stool and sink), light bulb replacement.
- Remove trash by emptying trash containers and relining the containers, transporting materials to disposal area, recycling materials such as cardboard.
- Provide roof access for Tenant's HVAC contractors and approved roofer to perform repairs as needed.
- Be familiar with roof access to each building, water and gas shutoffs and irrigation.
- Assist Lead Technician with securing and maintain tools, equipment, files, plans, office records and key box.
- Keep office in broom swept condition.
- Provide service and assistance to customers and tenants as the on-site representative.
- Assist customers with directions and general customer service.
- Items such as replacing damaged ceiling tiles in tenant spaces due to roof leaks or replacing light bulbs where accessible.
- Water planters and other landscaping areas during summer months as needed.
- Clear walkways when needed during the winter months.
- Provide daily logs to report all information to Operations Manager.
- Pressure wash area as directed.
- Perform landscaping duties as required, i.e.: cut backs, weeding and pruning.
- Assist Marketing to coordinate maintenance's role in upcoming events.
- Travel to other properties in the Omaha metro area may be necessary to assist staff as needed.
- Must be able to lift 50 lbs.

### Education and/or Experience Required

- High School Diploma.
- A minimum of 1 years of commercial janitorial/maintenance experience.
- Able to work weekends and evenings.
- Valid Drivers License and good driving record.