



HARWOOD
INTERNATIONAL

HARWOOD INTERNATIONAL CAREERS

Porter

The primary responsibilities of a Porter involve the upkeep of the property in order to enhance and maintain its curb appeal. The Porter will also assist the rest of the staff, as directed, in their efforts to manage the property in an efficient manner.

Classification

Non-Exempt/Hourly

Essential Functions

Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Physically walks the property on a frequent basis and removes litter, debris, and cigarette butts from the grounds. It is especially critical that the following areas remain neat and free of litter at all times.
- Transfers trash and other items left outside of dumpster into dumpster. Pick-up and sweep area. Keeps dumpster/compactor doors closed on windy days.
- Details property on a regular basis. Cleans and rakes shrub areas; shovels mud when necessary. Use blower to keep sidewalks and walking areas clean of loose grass and brush.
- Assists with "make-ready" duties when requested by the manager or senior maintenance technician.
- Helps clean and maintain storage and shop areas.
- Completes minor and routine service requests when requested by manager and/or senior maintenance technician. Follow procedures when service requests are performed.
- Assists in keeping grounds neat and free of litter. Rakes, sweeps, shovels, mows as circumstances warrant.
- Checks and replaces exterior lighting on a regular basis.
- Maintains awareness of proper safety precautions at all times.
- Constantly observes condition of the building property throughout the Harwood District and immediately reports and/or initiates action to correct unsafe conditions.
- Needs to be aware of all utility meter cut-offs, fixture cut-offs, sewer cleanouts.
- Ensures that storage areas always remain locked when not in use.

Supervisory Responsibility

None

Qualifications:

Must meet all physical requirements and be able to take direction.

Equipment Requirement:

Required to wear back support belt, and gloves as tasks dictate.

Equipment/Machinery/Tools:

An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools: Various wrenches, hammer, grips, saws, sledgehammer, snips, posthole diggers, etc. (not provided by the company)

User-Moved Aids: Wheelbarrows, dollies, hand trucks, buckets, jacks, step ladders, full ladders.

Power Tools: Blowers, power washers, lawn mowers etc.

Physical Requirements:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

- Bend/Stoop/Squat/Kneel Perform routine maintenance/repairs, pick up debris.
- Climb Stairs Routine duties require access to all levels.
- Push or Pull Move equipment, appliances, open and close doors, etc.
- Reach Above Shoulder Perform routine maintenance/repairs, stock and remove equipment.
- Climb Ladders Perform routine maintenance/repairs.
- Grasp/Grip/Turning Handle tools and equipment, perform routine maintenance/repairs.
- Finger Dexterity Handle tools and equipment, perform routine maintenance/repairs.

Over 150 lbs. Rare need (less than 1% of the time)

75 - 150 lbs. Occasional need (1% to 33% of the time)

25 - 75 lbs. Frequent need (33% to 66% of the time)

1 - 25 lbs. Constant need (66% to 100% of the time)

Note: Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons and while wearing the required, appropriate safety equipment.

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com