

Phone 636/946-6577

TDD 800/545-1833 Ext.840

Fax 636/946-1350

Commissioners

Diane Burke, Chairman
Anne Lersch, Vice Chair
Melanie McIlroy
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Executive Director

Mary Clements

Apartment Maintenance Laborer Job Description
(Full and Part Time)

The apartment maintenance laborer performs maintenance under the supervision and instruction of the apartment maintenance technician in the day to day running of the apartment buildings. Responsibilities could include cleaning communal areas, and performing ad hoc painting, electrical, and carpentry duties. They will also resolve tenants' maintenance-related queries and complaints as they are assigned by their supervisor.

Duties include but not limited to;

- Oiling doorknobs, locks, hinges, gates, etc. as required.
- Repairing and unclogging toilets, sinks, bathtubs, showers, and exterior drains.
- Replacing and repairing flooring.
- Installing and repairing wires, plugs, and switches.
- Sweeping, mopping, and maintaining communal areas.
- Painting communal areas and exterior walls.
- Painting, cleaning, and preparing empty units for new occupants.
- Ensuring that fire extinguishers, hydrants, alarms and emergency exits remain in excellent working condition at all times.
- Unlocking apartments in instances where tenants have lost or forgotten their keys.
- Scheduling repairs that warrant special technical skills.
- Addressing other issues that may arise and are not listed above.
- Keep walkways clear of obstructions, such as debris, snow, ice, etc.
- Maintain lawns.

Apartment Maintenance Laborer Requirements:

High School diploma or equivalent.

Prior experience as an apartment maintenance laborer or in a similar role.

HVAC, CMRP, or equivalent certification will be advantageous.

Ability to stand for extended periods.

Ability to lift up to 70 pounds without assistance.

Dexterity and attention to detail

Excellent interpersonal and organizational skills.

Available to work on weekends if required.