



Job Description- Resident Custodian

Job Title	RESIDENT CUSTODIAN	Department	MAINTENANCE
Reports To	MAINTENANCE MANAGER	Salary Range :	\$13.00 PER HOUR/24HRS PER WEEK + APARTMENT(\$700=4.04/HR)
FLSA	Non-Exempt	Revision Date:	10/30/18

PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 800 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s current housing development goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

Position Summary:

The Resident Custodian is responsible for keeping the building and grounds clean, orderly and in a safe condition. Maintains facility in good repair by performing the following duties personally, through subordinates, or contractors (contractors may only be used after prior approval of supervisor).

Essential Functions:

- Daily responsibilities include: Take out garbage containers as needed, check and sanitize restrooms, laundry facilities, clean trash rooms or areas, daily grounds clean up, clean elevators. Minor maintenance duties as needed.
- Maintain adequate inventory of cleaning supplies.
- Restocking of supplies in bathrooms, laundry and common areas.
- Empty all common area trash cans, replace liners, and clean receptacles as necessary.
- Clean exterior glass, windowsills, clean and polish railings, fixtures, and elevator walls.
- Check property daily and keep breezeways, sidewalks, parking areas and grounds clear of clutter and debris.
- Weekly responsibilities include: vacuum all carpeting in common areas, mop vinyl floors in

hallways/common areas, and take out recycling containers. (Note: cleaning may be required more often, perform as needed).

- Monthly responsibilities include: wash garbage containers, hose down garbage area.
- Perform light maintenance duties for commercial and residential clients.
- Become familiar with and enforce all company policies, procedures and safety regulations.
- Notify property manager of house rule and lease agreement violations by completing written incident reports.
- First respondent for emergency calls, notify property manager of any emergencies and 911 calls if needed.
- Check in with management staff at the beginning of your shift as well as checking out when you are done.
- Respond promptly to after-hours calls from the Emergency Maintenance Service and responds as needed.
- Notify management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Set priorities and schedule janitorial work in accordance with task outline.
- Other duties as assigned by the Manager of Property Management Department, Deputy Director or Executive Director.

Job Scope:

The Resident Custodian reports to the Maintenance Manager. This is a part time position. This position is 24 hrs per week Monday – Friday. In addition, this position requires employee to live on site in order to respond to emergencies, on an on call bases 24 hours a day, 7 days a week. The Resident Custodian is based out of the Urban League building and will fulfill daily janitorial and grounds activities at this site 2/3 and 1/3 of time at other several buildings that meet clean and operational expectations of PCRI management.

Education and/or Experience:

Six months to one year experience in Property Management, Maintenance, Resident Relations, Customer Service and/or training; or equivalent combination of education and experience.

Preferred Qualifications:

- Knowledge of Oregon Landlord/Tenant Law & Fair Housing Regulations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Good communication and interpersonal skills.
- Good client/customer service skills.
- Knowledge of cleaning products, hand and power tools and their proper uses.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work creatively with management and department staff to achieve maintenance objectives

Other Requirements:

Current drivers' license and work vehicle. Maintain minimum car insurance as required by the State of Oregon.

Compensation / Benefits:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package (based on the full time status) that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days, 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 10 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a minor contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employees annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Physical Demands:

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, with occasional exposure to loud noise.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tamara Trofimenko, HR Manager. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.