



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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Position Title: Maintenance/Porter Groundskeeper (Plaza Roberto Maestas)

Status: FULL TIME, Hourly

Department: Housing & Economic Development

Reports to: Assistant Community Manager

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Pay Rate: \$17.00-\$20.00 hr. DOE (This position requires the applicant to live on site, and a two-bedroom apartment is provided as part of the overall compensation. The apartment is valued at \$1,500 a month.)

### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

Under the direction of the Assistant Community Manager for Plaza Roberto Maestas, the primary job duty of the Porter/Grounds Keeper is to maintain the property and grounds and assist the Maintenance Technician in general maintenance. The Porter/Grounds Keeper will perform general custodial duties, landscaping, maintenance and may assist with the Management Office as needed. The Porter/Grounds Keeper will be knowledgeable on the buildings systems and will help enforce the policies and monitor the safety and security of the building.

### ESSENTIAL FUNCTIONS:

- Perform general cleaning, maintenance and grounds keeping tasks, such as mopping, dusting, window cleaning. Support management in the general day-to-day activities related to the residents; policies and procedures; and community activities.
- Carries out maintenance task related to property management and upkeep. Including necessary maintenance of occupied apartments, and assists with maintenance including painting, dry wall, and have basic electrical and plumbing knowledge to help get apartments ready for rental.
- Physically walk the property daily to remove litter, debris, etc. and maintain curb appeal.
- Competes all tasks related to maintenance of trash room and trash chute rooms by picking up items left outside the dumpsters and checking the compactor for proper function. Transfer dumpsters to curb for trash and recycling pick-up using a dumpster cart.
- Maintain landscaping and report any broken sprinklers or other concerns to supervisor.
- Relays information to assistant property manager on questions and concerns from residents or applicants, and initiate prompt action to resolve; perform lock-out services during business hours.
- Notify maintenance of emergency situations requiring immediate resolution.
- Check the building and property for fire, safety, health and security hazards; answer and/or respond to emergency calls or general fire alarms.
- Observe residents for noticeable changes in health, behavior, personal hygiene, or condition of unit and refer concerns to management.
- Attend all required training, Fair Housing training and safety meetings; use, maintain and replace assigned personal protective equipment; report all injuries and illnesses to supervisor immediately; complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor; follow all safety and health guidelines, practices, policies and procedures; actively support and participate in Emergency Preparedness and Emergency Plan duties.

- Perform other duties as assigned by the Assistant Community Manager.
- Responds to emergency or non-emergency situations that occur on property over a 24-hour period.
- Maintain positive, professional and effective communication with applicants, residents, vendors, clients and guests while representing Plaza Roberto Maestas
- Promote positive resident/management relations, to retain desirable residents. Place customer need requests and follow up as number one priority.
- Promote a professional image by adhering to El Centro de la Raza Management's Dress Code Policy
- Treats all employees and residents in a courteous manner at all times.

#### OTHER FUNCTIONS:

- Inventories of all parts and equipment and supplies for the property.
- Conducts property inspections and report any necessary repairs or deficiencies to supervisors.
- Reports any unusual or extraordinary circumstances regarding residents or property to supervisor. Assists in maintaining maintenance schedules, procedures and logs.
- Participates in resident retention program.
- Seeks education and self-improvement opportunities for personal growth and development within this position.
- Performs other duties as assigned by the community manager.

#### SKILLS/TECHNICAL KNOWLEDGE:

- Bilingual Spanish/English preferred.
- Previous experience in maintenance, landscaping and janitorial work preferred.
- Experience with cleaning equipment and power tools.
- Experience with painting, drywall and basic knowledge of electrical and plumbing.
- Security experience preferred.

#### WORKING CONDITIONS:

##### Material and Equipment

- Leaf blower/edger/weed killer
- Paint/paint brushes/paint sprayer
- Broom/ladder/power washer/leaf blower/mop/mop bucket
- Flashlights/Key lockbox
- Appliance dolly/dumpster cart

Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days.

#### PHYSICAL REQUIREMENTS:

May have to work in inclement weather. Ability to lift a minimum of 40 pounds with each arm, or a total of 80 pounds. The job is fulltime 40 hours per week Monday through Friday from 7:00 am – 4:00 pm. Must be able to work occasional weekends/events.

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- List additional physical requirements here
- General office environment. Frequently required to sit, stand, walk, talk, hear, see, use hands and fingers to handle, and reach. Works in a general office environment a minimum of 40 hours per week.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Covid-19 Vaccination Requirement:

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

El Centro de la Raza offers the following benefits to full-time:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file  
REV: 12/2022