



## **Property Services Laborer Job Description**

The Property Services Laborer reports directly to the Property Services Manager. The Property Services Laborer position is an hourly position and weekly hours fluctuate based on season. Hours are expected to range between 30-50 hours per week.

The Property Services Laborer must have the ability to execute assigned duties effectively, work on tight deadlines, adapt to evolving schedules, have exceptional interpersonal and communication skills, and extreme focus on reducing damages to company vehicles, equipment, and tools.

### **Property Services Laborer Responsibilities:**

- Execution of seasonal services, including:
  - Winter services
  - Spring clean-ups
  - Garden services
  - Lawn services
  - Fall clean-ups
- Execution of other services including:
  - Driveway work
  - Planting (flowers, shrubs, trees, etc.)
  - Hardscape
  - Shop / yard clean-up (to keep our location looking clean and tidy)
  - Filler work (to keep full-time hours during slow periods)
    - Exterior power and window washing
    - Garage / basement clean-outs
    - Dryer vent cleaning
    - Holiday lights hanging and removal
    - Furniture moving
    - Changing batteries in smoke / CO detectors
    - Cleaning ceiling fans and other high up fixtures
    - Jobsite clean-up
- Completion of shop maintenance as assigned by Property Services Manager
- Undertaking project tasks as required
- Reporting any and all damages to Property Services Manager immediately (submitting damage report forms and photos within 24 hours)

### **Property Services Laborer Requirements:**

- Valid driver's license and ability to pass a State of NH DOT exam
- Ability to operate power-driven machinery, cutting equipment, and climb ladders / staging
- Ability to lift at least 50 lbs
- Strong verbal, written, and interpersonal skills
- Ability to work effectively both independently and as part of a team
- Ability to work on tight deadlines