Maintenance Assistant

Maplewood Manor — Taylor Housing Commission

Position Summary

Maplewood Manor, a 55+ affordable housing community in Taylor, Michigan, is seeking a dependable, motivated, and hardworking Maintenance Assistant to join our maintenance team. This position is responsible for assisting with general building maintenance, janitorial services, groundskeeping, and the overall cleanliness, safety, and appearance of the property.

The ideal candidate takes pride in their work, demonstrates initiative, follows instructions, and can balance routine cleaning responsibilities with general maintenance and outdoor upkeep.

Essential Duties and Responsibilities

General Maintenance

- Perform routine maintenance and minor repairs in residential units and common areas.
- Assist with apartment turnovers, including painting, cleaning, and preparing units for occupancy.
- Complete assigned work orders in a timely and professional manner.
- Assist with preventative maintenance and routine building inspections.
- Identify and report maintenance issues, safety hazards, and needed repairs.
- Assist with contractor access and maintenance projects as directed.

Janitorial Services

- Clean and maintain hallways, common areas, laundry rooms, restrooms, offices, and other shared spaces.
- Perform sweeping, mopping, vacuuming, dusting, and disinfecting.
- Collect and dispose of trash and maintain clean compactor rooms and waste disposal areas.
- Monitor the condition of shared spaces and address cleaning needs as they arise.
- Maintain cleaning supplies and notify the supervisor when supplies need replenishment.

Groundskeeping and Exterior Maintenance

- Maintain the cleanliness and appearance of outdoor common areas.
- Perform light weeding, landscaping, and seasonal cleanup.
- Remove litter and debris from sidewalks, parking areas, and other exterior spaces.
- Assist with snow and ice removal and application of salt during winter weather.
- Report exterior maintenance concerns and potential safety hazards.

After-Hours and Weekend Emergency Coverage

- Participate in an on-call rotation as scheduled by management.
- Respond to emergency calls in a timely manner and assess situations to determine the appropriate response.
- Address urgent maintenance issues within the employee's training and abilities and coordinate with the Maintenance Lead or appropriate contractors when necessary.
- Follow established emergency procedures to help protect residents, staff, and property.

Teamwork and Safety

- Follow daily assignments and priorities established by the Maintenance Supervisor.
- Work cooperatively with maintenance staff, management, contractors, and vendors.
- Communicate professionally and respectfully with residents.
- Follow established safety procedures and property policies.
- Maintain a clean, organized, and safe work environment.

Qualifications

- Previous experience in building maintenance, janitorial services, groundskeeping, or a related field preferred.
- Basic knowledge of general repairs, painting, plumbing, carpentry, or other maintenance tasks is desirable.
- Dependable, punctual, and self-motivated, with a strong work ethic.
- Ability to follow directions, prioritize tasks, and complete work efficiently.
- Willingness to learn new skills and assist with a variety of responsibilities.
- Ability to work independently and as part of a team.
- Ability to perform the physical duties associated with maintenance, cleaning, and groundskeeping, with or without reasonable accommodation.

Compensation

Hourly Wage: $20.00–$23.00, depending on qualifications and experience.