

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

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Website: [www.accap.org](http://www.accap.org)



## Maintenance Caretaker Position

Building maintenance positions available in Columbia Heights

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### Maintenance Caretaker Duties:

Hallways/Common Interior Spaces Cleaning and Maintenance

- Carpet
- Walls
- Glass/Windows
- Laundry Room/Machines (where they exist)

Grounds:Ca

- Clean-up
- Lawn Care
- Minor trimming of trees/bushes

Winter Care:

- Shovel Walkways and Steps
- Salt & Ice removal of Walkways and Steps

Building Maintenance and Repair:

- Replace lighting parts (glass, bulbs, etc.)
- Replace switch/outlet plate covers
- Replace toilet seats
- Replace toilet flapper
- Change furnace filters or clean electronic filters and record date completed
- Operate water shut-offs as needed
- Complete lock changes
- Read meters
- Caulk as needed
- Hang blinds
- Touch up paint
- Clear minor plumbing clogs
- Replace minor plumbing parts such as faucets
- Small paint and repair jobs as needed

Shows units to prospective tenants and hands out applications. Must be able to have eyes and ears at properties for residents not on leases. Must be able to lift 50 pounds, communicate in English effectively, and have a valid Driver's License. Must be able to pass a BCA and County background check and have positive rental references. Boilers License or ability to obtain if required.

Compensation includes a generous rent credit or monthly pay (for off-site caretakers), a phone credit, cash bonus for unit turns as well as the possibility of sporadic hourly compensation for specialized work as needed by the agency.

**For more information about the position, contact Michelle at 763-783-4917**

**Job Posted: August 5<sup>th</sup>, 2019, open until filled**

ACCAP is an Equal Opportunity Employer