

Grounds Keeper

Reve Boulder Apartments | Boulder, CO

reveboulder.com   

Highlights

Starting Date: Immediate

Hours per Week: Full-time

Compensation: 21-22/hr

Benefits:

- Begin after 30 days
- Vision, Medical, Dental
- 401K +Employer Match up to 5%
- Significant onsite rent discount

Qualifications

- High school diploma or equivalent is required.
- Some experience in groundskeeping, caretaking or janitorial.
- Strong attention to detail.
- Ability to multitask, stay organized and meet deadlines.
- Excellent customer service skills.
- Must be able to assist with after-hours maintenance emergencies as needed.
- Must be able to lift up to 100 lbs. and climb stairs on a regular basis.

Job Description

- Keep property, management office, parking garages, landscaping clean by inspecting property each morning and picking up any trash littering the grounds.
- Keep mail rooms clean--pick up trash, sweep floors, remove dated notices from bulletin boards, etc.
- Replace lightbulbs in common areas and breezeways as needed.
- Replace all first-floor window screens upon request.
- Assist with apartment make-readies as requested--trash vacant units, caulk, check appliances and smoke detector, replace parts, etc.
- Clean air conditioning vents and replace filter in all vacant apartments.
- Install, move and hook up appliances.
- Replace air filters as scheduled for all occupied apartments.
- Clean pool area--hose down area, pick up trash, straighten chairs, etc.
- Perform light painting duties as directed.
- Clean vacant apartments between residents.
- Assist the Maintenance Supervisor or Maintenance Technician as requested.

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