

MHANY Management, Inc.
Position Description – Porter
New York City

The Porter will work under the direction of the Maintenance Field Supervisor, Deputy and/or Executive Director or his/her designee and job responsibilities will include but not necessarily be limited to the following:

The entire building (interior, exterior, roofs, parking lots, hallways, basements, compactor and other utility rooms, and apartment repairs as directed) are the primary responsibility of the Porter. The Porter will not serve as primary staff person for the building, but may be called during off hours to attend to urgent items if necessary and must report any incidents of a repair or security nature to the owner/manager immediately so a plan can be made accordingly.

It is the Porter's responsibility to maintain the excellent and cleanly appearance of the building at all times. Anything that interferes or puts the appearance and security of the building and the residents at risk must be reported by the Porter immediately and a plan of action must be devised in collaboration with field supervisor and/or Deputy Director/Executive Director

If the Porter does not report regularly and timely on building conditions, this will be an indication that job responsibility is not being fulfilled.

Position:	Porter
Job Category:	Non-Exempt
Reports to:	Field Maintenance Supervisor, Deputy and/or Executive Director
Salary Range:	\$20 to \$22 per hour

GENERAL JOB RESPONSIBILITIES

The Porter will work under the direction of the Field Maintenance Supervisor and may be directed by the Resident Superintendent and/or Handyman. Under this direction:

- Maintain all public, non-residential spaces and grounds in a clean and presentable condition. Keep public hallways, stairwells, vestibules, stairwells, entrance lobbies, side and rear yards clean of garbage and debris public hallways, stairwells, vestibules.
- Notify Maintenance Director or designated staff person of any violations served by governmental agencies or insurance carriers.
- Maintain files and records on service requests, purchases, inspections, warranties, building inspections, equipment, etc.
- Sweep and mop interior public areas at least three times a week.
- Place garbage at curb on designated days. Be responsible for trash removal and disposal of other refuse and debris.
- Recycle on designated days.
- Report any untoward or illegal activity to the MHANY Management office immediately.
- Do not fraternize or hangout in any way with the residents of the building – particularly during work hours.

DAILY DUTIES

- Properly bag all rubbish including recycling materials and properly store in rubbish area in front or rear of building (as located).
- Walk all public halls and stairwells checking proper operation of doors, alarms, emergency lighting, hall and stair well light fixtures. Check wall and floors for damages and report amount of repairs. Check banister for damage.
- Check all surfaces (walls) for graffiti and/or or paint blemishes. Clean if necessary and remove all graffiti immediately.
- Check roof for standing water and any other drainage issues. Remove any debris and check ventilation fans for proper operation and check/clean roof drains.
- Check all lobby and building entrance doors for cracked glass, check doors for proper closing and locking (ensure doors self-close), check intercoms for proper operation, check lighting and fixtures.
- Check exterior of building, sidewalk, walkways. Visibly check building surfaces for cracks or signs of water penetration check for broken window glass in apartments. Report any and all hazardous conditions to MHANY MANAGEMENT office immediately.
- Check electric meter room, water drain room, storage room and gas meter for signs of water leaks, unauthorized access, tampering, etc. and also ensure meter rooms and boiler /HWH rooms are clear of debris or any other stored items.
- Report all problems immediately to MHANY MANAGEMENT office. Also report any noticeable gas leaks to MHANY MANAGEMENT office.
- Check laundry room for condition and operation of machines. Check all plumbing lines and connections for sings of leaks. Report any hazardous conditions to MHANY MANAGEMENT office.

PREVENTIVE MAINTENANCE SCHEDULE

The various tasks are scheduled and assigned by the Field Maintenance Supervisor and the Porter assists the Resident Superintendent and/or Handyman with all such tasks.

Tasks are divided into daily, weekly, monthly, seasonal and preventative tasks.

SEASONAL TASKS

- At least every three months-stripping and waxing of all public area floors.
- Touch-up paint on apartment doors and hallway walls as required.
- Work with superintendent and/or handyman to make sure all seasonal machinery is in working condition
- Winter machinery-service and repair and ensure ready for operation
- Monitor exterior contracted work.
- Service all water circulating pumps. Repair if necessary, check for leaks.
- Keep all landscape/open areas clean (front, rear and side of building) at all times including removing all weeds, overgrowth)
- Be responsible for personal time attendance – call in daily when starting your day
- Be responsible for quality and timeliness of work, appearance and conduct towards the residents
- Be responsible for the maintenance and operation off all building equipment, fixed and portable.

- Work with the Maintenance Director and Maintenance Coordinator to improve building maintenance and appearance
- Attend staff meetings and meetings with resident groups at the direction of the Field Maintenance Supervisor, Deputy and/or Executive Director.
- Make prompt reports on all accidents and building emergencies to the Field Maintenance Supervisor or in the event you cannot reach them the Deputy and/or Executive Director.

RUBBISH-BULK REMOVAL

- Collect and work with Superintendent and/or Handyman to arrange for sanitation to remove bulk items.

PLUMBING

- Visibly check all pipes, valves, radiators and other machinery or equipment for signs of leaks or other damage or problems.

WEEKLY

- Carefully inspect roof for signs for wear and damage, check flashing and roof surface.
- Accompany exterminator, water treatment, burner service companies to assure service of all equipment.
- Assist with cleaning of light fixtures, covers, dusting of all door frames, sponging and washing lobby and public hall walls including stairwell walls, ventilation grills, stripping and washing of lobby, vestibule and laundry floors.

WORK ORDER ASSIGNMENTS

Under the Direction of the Field Maintenance Supervisor and the Resident Superintendent and/or Handyman the porter may be asked to assist with:

- Replace defective toggle switches and outlets and other minor electric problems
- Repair of leaky faucets, replacement of washers, broken or leaky pipes (under sinks, tubs and toilets including inside walls)
- Small plastering jobs and sheetrock replacement including walls and ceilings
- Tile repair in bathrooms and kitchens
- Clear sink, basin and toilet stoppages and basements if not too large
- Replace ceiling and wall fixtures in apartments and public areas and minor repairs related to such repairs
- Replace floor tiles
- Repair door locks and replace knobs when necessary (all doors)
- Make minor refrigerator repairs (door hinges, door latch)
- Replace tighten/loosen balances, sashes and chains on windows
- Repair counter tops
- Replace defective radiator air valves and repair leaky radiator shut-off valves, bleed radiators
- Paint areas where work has been done inside the wall or where there is minor damage to wall or ceilings – individual areas and rooms -