



Grounds Inspector Job Description

JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Job Description: Grounds Inspector		Position Type: Hourly Wage	
Department: Administrative		Classification: Non-exempt/ Bargaining Unit	
Location: Anchorage/JBER	Schedule: 40 hours/week	Travel Required: N/A	Revision Date: 2018

Job Summary:

Aurora Military Housing, a leader in the real estate development, construction and property management industry, is committed to providing America's military families with the quality homes and neighborhoods they deserve. We recognize the commitment military families make to our country and respond by providing comfortable homes in friendly neighborhoods.

Employees occupying this classification perform grounds and home inspections throughout the housing neighborhoods, as well as common areas surrounding Aurora Military Housing commercial facilities. Defining violations of housing policies regarding lawn care, winter maintenance, general appearance and parking regulations, and writing inspection notices when conditions require, and completing follow up inspections and notices when necessary. Employees work under the direct supervision of the Administrative Manager.

Distinguishing Characteristics:

The Grounds Inspector performs a variety of property management and administrative functions for Aurora Military Housing. He/She has direct contact with potential tenants, resident tenants, vendors and the Military, and as such, must have a pleasant demeanor, possess strong people skills and the ability work well with people from diverse social and economic backgrounds. He/She continually strives to increase his/her working knowledge of the property. He/She is to conduct business in a manner that attracts and retains residents by performing the general duties and specific duties, as well any other duties as assigned. Grounds Inspector must demonstrate initiative and the ability to interpret policy while working independently. This is a bargaining unit position.

Job Duties and Essential Functions:

- Greet people in a professional, respectful and helpful manner and practice positive customer service skills with all prospective, present and past tenants.
- General administrative duties to include but not limited to filing, reproducing copies, updating tenant information, sorting and distributing mail.
- General customer service duties to include but not limited to answering telephones, assisting with resident requests in the office or throughout the property. Diplomatically handle and diffuse sensitive, difficult and disruptive situations that may arise by phone, in the office or throughout the property.
- Coordinate dig permit application process and seek approval from all JBER entities.
- Delivering notices, conducting inspections, researching specific problems, reviewing tenant files for errors, and responsible for maintaining accurate tenant files.
- Maintains accurate computer logs/spreadsheets of notices given and providing Management with interval defined reports.
- Perform lockout response, as needed. Verifying tenant/roommate list and responding in a timely manner.
- Occasionally assist in custodial work, including sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc., in common areas, residential units and in other work areas.
- Assist in grounds work when necessary, including grounds policing and common area trash pick-up.
- Prepare and send out mailings as requested.
- Maintain work areas in a safe, clean and organized condition.

- Assist other company departments as scheduled or requested.
- Direct customer requests to appropriate staff member.
- May be required to cover work hours that are in addition to normally scheduled work.
- Participate in work-safety programs.
- Perform other related duties as assigned by the direct supervisor and/or Management.

Minimum Qualifications:

- High School diploma or equivalent
- Valid Alaska Driver’s License
- Ability to be insured by company’s auto insurance
- Knowledge of basic mathematics, writing and reading comprehension skills
- Must possess excellent computer software skills, including Windows, Excel, Word, Outlook and web-based programs
- General knowledge of grounds, landscaping or lawn care is highly desirable

Tools and Equipment Used:

Motor vehicles, hand tools, ladders and materials, telephones, computers, photocopiers, facsimile machines, and calculators. Additionally, hard cart, dollies, and lawn equipment.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to lift, push and or pull up to thirty pounds and occasionally lift/move objects as much as 50 pounds and larger items with assistance.
- The employee needs to be able to frequently stand, bend, sit, walk and handle the use of office equipment.
- The employee needs to be able to occasionally kneel, squat, twist, reach above the shoulder, crawl, and climb stairs and ladders.
- The employee will work with and distribute general cleaning supplies and chemicals.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is required to work inside, and outside in all weather conditions.
- Work is performed at various locations within the properties managed by JL Properties, Inc., and owned by Aurora Military Housing, LLC, Aurora Military Housing II, LLC, and Aurora Military Housing III, LLC at Joint Base Elmendorf-Richardson, Alaska.
- The Employee will required to work in outside weather conditions for extended periods of time (66%-100% of time)
- The employee must be able to walk distances outside in all weather conditions-winter and summer.

Supervision Received:

The Grounds Inspector must possess the capability to work independently, under the direct supervision of the direct supervisor and/or Management. This position reports directly to the Administrative Manager.

Supervision Exercised:

This is not a normal responsibility of this class, although direction and guidance is exercised over contract service providers and other personnel on specific projects.

