

Ferland Corporation is a leading New England real estate investment and property management firm located in Rhode Island. The Company was formed in 1945 and is headquartered in Pawtucket, RI. We own and manage approximately 3,000 affordable and market rate apartment units and have a variety of opportunities in Rhode Island if you are interested in property management, leasing, maintenance, construction, finance.

Job Title:

General Help

Under the supervision of the Senior Property Manager and Property Manager, the General Helper deals with the day to day maintenance of properties. The General Helper must maintain a high quality of customer service and professionalism.

Overview:

Responsible for keeping exteriors, common areas, vacant units and sidewalks of the property in a clean and safe condition. Assist in other types of basic maintenance, when necessary. Frequent bending, lifting, stooping, pushing and pulling of equipment and appliances. Moderate lifting (0 to 50 lbs.)

Responsibilities:

The activities listed below are not all inclusive. However, they are indicative of the types of activities normally performed by a janitor.

General Duties:

- Clean hallways
- Clean common areas
- Clean vacant apartments
- Clean parking areas
- Clean sidewalks
- Clean all on-site management offices, if applicable.
- Lawn care
- Shovels, sands, and removes snow and ice

Specific Duties:

- Vacuums carpets
- Washes windows (interior/exterior)
- Keeps sidewalks clean (i.e., sweep or shovel)
- Blows leaves from parkways
- Sweeps and mops tile floors
- Picks up trash
- Empties and sanitizes trash cans
- Cleans appliances
- Assists with painting, as directed

- Replace burnt out bulbs
- Reports maintenance problem areas ASAP
- Performs other similar work as assigned by Supervisor

Qualifications:

- High School education or equivalent
- Plumbing aptitude
- Mechanical aptitude
- Good safety habits
- Perform other tasks or special assignments as assigned by manager or supervisor.
- Inspect and secure common areas access and egress to minimize trespass as may be assigned.
- All employees must be bondable

Position Type/Hours of Work:

- Full Time. Days and hours worked are Monday through Friday, 8:00 am to 4:30 pm.

Certificates, Licenses, Registration

- Valid driver's license

Travel:

- Local travel required

We offer a competitive benefits package!

Medical; Dental; Vision; 10 Paid Holidays; Paid Time Off; 401K with matching contribution; Life Insurance; Education Benefits.

Interested candidates should email their resume to mcrowley@ferlandmgt.com