

Part-Time Maintenance Assistant / Grounds Keeper for Apartment Complex

Location: North Charleston, SC (7 properties)

Hours: 32 hours/week, Monday-Thursdays with paid holidays

Pay: \$18.00/hr

Job Summary:

North Charleston Housing Authority is currently seeking a reliable and self-motivated Part-Time Maintenance Assistant/Grounds Keeper to help maintain the cleanliness, safety, and overall appearance of properties. The ideal candidate has a strong work ethic, time management, and pays attention to detail.

Responsibilities:

- Clean and maintain outdoor common areas, leasing offices, parking lots, community rooms, including trash removal.
- Paint exterior doors, fences and pressure wash breezeways.
- Inspect property regularly and report any safety or repair needs.
- Assist with preparation of apartments (includes removal of trash) for unit turn arounds.
- Additional duties as assigned.

Qualifications:

- Ability to lift up to 50 lbs and perform physical tasks outdoors in various weather.
- Basic knowledge of hand and power tools (pressure washer, leaf blower etc.)
- Dependable and able to work independently with minimal supervision.
- Valid driver's license.
- Must have transportation for daily use.

Benefits:

- SC Retirement Systems
- Health, Dental and Vision (optional)