

Custodian/Grounds Keeper needed to live on-site for a 34 unit condominium building in Champaign. Job requires maintenance & grounds duties. References needed. Contact Board of Managers @ 217-352-4056. Leave name and phone number.

Required Qualifications:

- Valid IL driver's license; reliable transportation (car or truck) for obtaining supplies/equipment
- Ability to make purchasing decisions for supplies and equipment consistent with the needs of the building and within budget, working with the board on major purchases
- Ability to lift at least 50 lbs.
- Live on premise
- Strong work ethic, self-motivated, confident, positive attitude
- Strong people/interpersonal/customer service skills when working not only with residents but building and unit contractors
- Dependable with consistent follow-through

Preferred Qualifications:

- Demonstrated experience with multiple housing/condo/apartment property management in the last 5 years including:
 - Cleaning, landscaping and minor repair work for common areas of the building
 - Ensuring any common area equipment is properly maintained
 - Coordinating any required building contractors (e.g., regular maintenance, HVAC, electrical, plumbing) and monitoring contractor work including progress, minimizing disruption, etc.
- Limited coordination of unit contractors (e.g., parking, access to building, access to units if required)