

I manage rental property in Yellow Springs OH. We are seeking a dependable person to do a variety of jobs including, interior and exterior painting, cleaning, light landscaping, minor repairs and general maintenance. Must be able to work independently, have a positive attitude and communicate with tenants as needed to schedule service calls. Hours and schedule can be flexible. Hourly rate will be based on experience and skill set. Most of the work will be done in a vacant units or outside. Must have truck and basic tools. This Job does not require you to be "on call".

General job expectations are below:

Positive attitude.

Painting skill: 3 years experience with caulking, minor drywall repair and painting.

General cleaning: floors, walls, windows, kitchen and bath

Sweeping outside areas ie: porches, garage and patio

Minor repairs eg: re-screening screens, installing deadbolts, checking outlets and relighting pilot lights

Light landscaping/brush removal: removal of vegetation around the perimeter of the house. Clearing over growth on property lines brush removal

Trash removal from vacated units as needed when left by tenants

Completing a turnover check list provided by owner

Light construction experience a plus.

Gutter cleaning

**Tasks required in addition to regular cleaning/painting.**

Replace all burned out light bulbs

Replace furnace filter

Clean under appliances

Dust fan blades as needed

Vacuum heat ducts, cold air returns and bath fan grates

Empty and wipe out all cabinets and drawers as needed

Wipe down cabinet fronts with degreaser

Sanitize all doors, switch plates and high touch surfaces

I average 2-3 rental turnovers per month in the Spring and Summer...1-2 in the Winter. I do have non-emergency service calls, on a regular basis, for minor maintenance. I will request that they be done within a day or two of the request. I will usually call or text as work is coming up to coordinate the schedule. Seasonal exterior painting and minor repairs may be requested.

This is a good job for someone that likes to work independently, communicates effectively, is detail oriented and wants a flexible schedule.

Job Types: Part-time, Contract

Pay: \$17.00-\$22.00