



POSITION PROFILE

Position Title:	Commercial Property Management Intern
Reports To:	Depends upon employer
Supervises:	Not applicable
Pay Rate:	\$15 per hour
FLSA Designation:	Non-exempt, hourly, eligible for overtime

PLEASE NOTE: *The AOBA Educational Foundation coordinates the internship program. Interns are hired directly by internship sponsors (referred to in this document as “employer”). This position profile is designed to introduce prospective interns to typical duties and responsibilities of an intern during the internship program. The employer will provide a job description or a position profile that outlines the specific role and responsibilities of the intern. Unless otherwise stated by the employer, interns will operate only under the direct supervision of a representative of the employer (i.e. the employer’s supervisory employee will always be within eyesight of the intern). The employer reserves the right to define the specific roles and responsibilities of the intern and to limit (or expand) the intern’s responsibilities from those listed on this document.*

POSITION OVERVIEW

Under the direct supervision of a supervisory employee determined by the employer, the intern is responsible for:

- Routine building maintenance tasks, including basic carpentry and maintenance of electrical, HVAC, and plumbing systems
- General cleaning and upkeep
- Other tasks as assigned

ESSENTIAL FUNCTIONS

- Inspects buildings and building systems, detects malfunctions, identifies needed repairs, and makes notes and recommendations using a pre-established check sheet.
- Performs minor electrical maintenance to include repair or replacement of fixtures and components (wall switches and outlets, fluorescent and LED bulbs and tubes, etc.).
- Appropriately uses hand, power, and specialty tools.
- Performs minor plumbing repairs and maintenance (leak repairs in drains and faucets, replacing plumbing system components, unclogging stopped drains, etc.)

- Performs minor painting and carpentry, work (preparing surfaces for finishing and using a brush, sprayer, and/or roller to apply paints, stains, and varnishes, minor lock repairs, etc.). Prepares the surfaces and paints various structures and equipment (walls, floors, doors, etc.) to preserve wood and metal parts from corrosion.
- Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, parking lots, and other work areas.
- Performs other work-related duties as assigned.
- Must be able to work flexible hours.

PLEASE NOTE: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills, and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE REQUIREMENTS

- Intern must be 18 years of age or older on the start date of the internship.
- Intern must possess a high school diploma or GED.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to read, write, speak, and understand English fluently
- Strong communication and interpersonal skills
- Must be customer service oriented
- Ability to meet or exceed the company's attendance and punctuality standards
- Ability to evaluate objectively, fairly, and consistently
- Ability to use common tools
- Ability to understand and follow directions as given

PHYSICAL REQUIREMENTS

- Color vision
- Hearing
- Ability to push a minimum of 100 pounds
- Ability to lift a minimum of 50 pounds
- Ability to climb ladders and step ladders
- Ability to bend at the waist, sit, kneel, climb, walk, etc. (as the job may require)

ENVIRONMENTAL CONDITIONS

- Extreme heat or cold
- Noise level which may, at times, require hearing protection
- Working at heights
- Working with:
 - Electricity
 - Lubricating fluids, cleaning solvents, batteries, etc.
 - Cleaning fluids normally used in custodial duties
 - Paints and solvents

This position profile is not intended to be an all-encompassing list of responsibilities, skills, efforts, and/or working conditions associated with this position – instead, it is intended to be a guideline reflecting the primary activities of the position.

The employer reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned.

Consideration will be given to make reasonable accommodations for individuals with disabilities.