

**ENGLEWOOD HOUSING AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Janitor/Maintenance Technician I-Trainee

REPORTS TO: Operations Manager

DATE EFFECTIVE: May 8, 2014

POSITION SUMMARY

The Janitor/Maintenance Technician will spend approximately 70% to 75% of their time on Janitorial duties and Lawn Maintenance and will utilize the remainder of their time learning and assisting the Maintenance Technicians in the repair and preventative maintenance of all housing authority buildings. Receives instructions from the Operations Manager and guidance from the Maintenance Technicians and must be able to work well within a team atmosphere. The Janitor/Maintenance Technician must be flexible and capable of working in a changing environment. Additional qualities include strong customer service and human relations skills and the ability to effectively communicate with co-workers and the general public.

WORK DESCRIPTION

The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the incumbent operates. They may also be modified with additions, deletions or changes required to obtain organizational goals and objectives.

- Performs janitorial duties, is primarily responsible for cleaning the Englewood Housing Authority offices and the common areas of residential buildings owned by the Housing Authority. Duties will include vacuuming; dusting; mopping; glass cleaning; clean and service restrooms, including stocking of paper products; kitchen cleaning; using cleaning solutions to clean surfaces, clean up spills and remove stains; carpet cleaning as necessary; emptying trash containers and other similar tasks.
- Responsible for mowing, trimming, weeding, trim shrubbery, plant flowers, apply pesticides and other landscaping duties. They will assist the Maintenance Technicians in maintaining the lawn sprinkler systems.
- Shovel snow as needed and apply ice-melt to walkways in order to facilitate safe access to buildings and parking areas.
- On-call as needed.
- Maintenance duties will include learning the skills necessary to assist the Maintenance Technicians with the repair and maintenance of all housing authority building systems.
- Preliminary duties assigned may include items like changing light bulbs, painting and ceiling tile replacement.
- Will be expected to learn how to perform the cleaning of drains and toilets.

- Will learn to do preventative maintenance and minor repairs on mechanical equipment, including floor machines, vacuum cleaners and small hand tools.
- Assists with room set-ups for resident meetings and Housing Authority functions.
- As skills improve will be required to learn and perform semi-skilled plumbing, electrical and construction/carpentry work needed to repair and maintain housing authority facilities, will learn to make repairs to appliances and to assist in the repair of the heating, vent, air-conditioning (HVAC) and mechanical systems.
- Informs Operations Manager on the status of work orders and identifies work that requires additional resources.
- Responsible for operation of agency vehicles to pick up supplies, run errands, etc. as requested by supervisor.
- Ensures safe performance of duties by attending safety training, following property safety procedures, taking safety precautions, anticipating unsafe circumstances and acting accordingly to prevent accidents, and promptly reporting accidents and hazardous conditions.
- Other duties as assigned

EDUCATION, EXPERIENCE AND SKILLS

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance. Examples/combinations include:

- Experience performing janitorial duties in a commercial environment.
- General working knowledge of landscaping maintenance, including the use of gasoline-powered mowers, trimmers and blowers and the safe application of pesticides. Must have strong knowledge of safety rules and regulations.
- Ability to establish and maintain effective working relationships with building residents, other employees and the general public.
- Must complete a Fair Housing Training that the Housing Authority will schedule.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS

This job cannot be performed without bending, stretching, kneeling, lifting, shoveling, reaching and/or climbing ladders. Candidates must pass a physical exam and criminal background check; drug testing will be required. Clean driving record and valid driver's license required. EOE.

