

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: CUSTODIAN (ARTHUR R. EDINGTON CENTER)

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance of facilities, grounds maintenance, janitorial services, and general maintenance work required to maintain the housing units and community areas in a safe, decent and sanitary manner. Work will include the knowledge, initiative, and use of good judgment in building, grounds, and janitorial maintenance tasks. Reports to Site Manager. (This is a non-exempt position under FLSA).

Applications will be accepted at the Central Office. Please visit our website at www.haca.org, or contact Lafredia Morris at 828-258-1222 for an application. **This position will remain open until filled.** The Housing Authority is an equal opportunity employer.

SPECIFIC DUTIES AND RESPONSIBILITIES

Responsible for professional relations with all staff, residents, other organizations and the community at large.

Performs a variety of heavy-duty housekeeping and limited general maintenance work

Perform general cleaning services in housing units and buildings such as:

Sweeps, mops, vacuums and/or waxes floors

Cleans restroom areas and replenishes paper supplies and soaps as necessary

Cleans windows, walls, woodwork screens, doors, and/or light fixtures, etc.

Empties trash receptacles

Dusts furniture and fixtures

Replaces light bulbs and/or fluorescent tubes

Performs general grounds cleaning by picking up debris, raking leaves, removing abandoned property

ADDITIONAL JOB FUNCTIONS

Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or equivalent; some experience with custodial work

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license. Perform duties as a CRITICAL SERVICE AREA employee; report to work in bad weather conditions whether or not other employees are required to report.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of small powered equipment including gas blowers and mowers. Must be able to move objects of up to 70 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Requires the ability to stoop, crouch, climb and/or stretch arms, legs or other parts of body to grasp objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of drawings, reports, correspondence, manuals, regulations, work orders, etc. Requires the ability to prepare correspondence, reports, work orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in civil engineering and architectural terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract;

CUSTODIAN

multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions.

Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

CUSTODIAN

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of cleaning procedures and products

Working knowledge of the layout of assigned buildings, facilities and grounds

General knowledge of building and grounds maintenance

Possession of a valid North Carolina drivers' license

Ability to operate equipment associated with assigned duties

Ability to read and understand written instructions.

Must be able to lift up to 70 pounds.

Extensive walking, climbing, kneeling, and bending are required.

Ability to follow oral instructions and written instructions

Ability to establish and maintain effective working relationships with supervisors, subordinates and fellow employees Ability to relate to and communicate with low-income residents.

Must be able to pass a physical -and drug examination.

Ability to work in hazardous and unpleasant conditions, such as snow and rainstorms, infested spaces, cold and heat