



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: Custodian Arthur Edington Center
JOB TYPE: Full Time non-exempt under FLSA

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 Director of Resident Services.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL FUNCTIONS

- 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

Note: 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.

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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

MINIMUM TRAINING AND EXPERIENCE

- Graduation from High School or equivalent
- Some custodial experience
- Any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

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.

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Employment Statement: The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment.

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.

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Interpersonal Communication: Requires the ability to communicate with 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; 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.

BENEFITS

- Medical Insurance - (100% Company Paid for Employee)
- Dental, Vision, Life
- Short-Term & Long-Term Disability (100% Company Paid)
- 401k with 7% Employer Contribution
- PTO = 4 weeks
- 11 Paid Holidays