



Position Description

Position Title:	Custodian – Senior Buildings	Department:	Maintenance
Reports to:	Development Manager	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	June 2018

Summary

The primary purpose of this position is to perform general janitorial and custodial work to maintain assigned buildings and grounds, keeping common areas clean and clear of debris and ensuring that the properties are safe and free of hazards for employees, residents, and visitors. The incumbent performs limited grounds maintenance, custodial services, housekeeping duties, and limited general maintenance work to maintain community areas in a safe, decent and sanitary manner.

All activities must support The Greenville Housing Authority's ("TGHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Cleans and provides maintenance for lobbies, all hallways, offices, and restrooms. Ensures general cleanliness of stairwells, and other common areas of the building.
- Performs emergency cleaning of leased units as assigned. EXAMPLE: Water heater, dishwasher, washing machine leaks requiring immediate water removal for safety of resident & staff.
- Sweeps, mops, scrubs, and vacuums floors using cleaning solutions, tools, and equipment.
- Cleans or polishes walls, ceilings, windows, and building fixtures. Applies wax or sealers to wood, concrete, and tiled floors as appropriate.
- Cleans walkways, parking lots, and steps daily.
- Dusts furniture, walls, pictures, plaques, and other equipment.
- Maintains grounds, garbage container areas, hallways, and parking areas in a neat and orderly manner, not allowing any trash to accumulate and regularly emptying garbage containers in common areas and assigned offices.
- Notifies supervisor of requests for materials/supplies, major repairs, or additions to building operating systems.
- Assists in maintaining building security, locking and unlocking access to apartment buildings.
- Assists with office equipment moves and meeting set-up as needed.
- Washes walls, windows, and woodwork with chemical cleaning solutions;
- Periodically assist Maintenance Technician with Vacancy Turnaround: Any vacancy turnaround duties required by Property Management in order to prepare unit for new resident including, but not limited to the following: Removes trash and other debris from vacated housing units; Cleans stoves, refrigerators, and other appliances as needed; cleans and disinfects toilets, sinks, and bath tubs. Sweeps, mops, scrubs, and vacuums floors using cleaning solutions, tools, and equipment. Washes walls, windows, and woodwork with chemical cleaning solutions; prepares housing units for painting as needed; and advises supervisor of necessary repairs identified when cleaning vacant units.
- Performs general grounds cleaning.



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- Completes other related duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of TGHA building facilities and equipment.
- Knowledge of TGHA rules, policies, and safety procedures.
- Knowledge and ability to use tools and equipment used in building maintenance.
- Ability to read and understand or interpret directions, instructions, warnings, blueprints, work orders, plans, service manuals, and TGHA policies and procedure manuals or instructions given orally in English.
- Ability to complete work order forms in accordance with established procedures.
- Ability to operate and drive vehicles and equipment.
- Ability to work outside for long periods of time in all kinds of weather.

Education and/or Experience



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High School Diploma or GED and a minimum of one (1) year of custodial experience, preferably related to property maintenance. An equivalent combination of education and experience may be considered.

Must possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and custodial equipment. Must have the ability to learn proper use of other tools and equipment as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to and throughout various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]