

JOB TITLE: LABORER/JANITOR

SUMMARY: This position is responsible for cleaning and maintaining interiors and furnishings in buildings, housing units and offices according to sanitary standards. Performing grounds work. Includes assisting in unit turnovers, performing preventative maintenance/routine repair assistance in buildings and units, snow removal, and other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintains general cleanliness and orderliness in assigned areas including all public areas, boiler rooms, offices in buildings, and furniture. Cleans walls, floors, carpets and other interior building components by mopping, scrubbing, waxing, shampooing, or vacuuming.

Removes trash from buildings. Empties and cleans wastebaskets, garbage and recycling containers, etc. Transports trash and recycling to disposal area.

Cleans, maintains, and disinfects bathrooms, kitchens, appliances; replenishes soap and paper supplies; etc.

Operates a variety of custodial equipment such as wet/dry mops, vacuums, scrubbers, carpet shampoos, buffers, brooms, ladders, brushes, etc.

Mows; waters and fertilizes trees, shrubbery and lawn areas; cutting and trimming of shrubs and trees; maintains flower beds not cared for by residents.

Uses mixtures of water/chemical solutions. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.

Cleans and sweeps steps, sidewalks, parking areas and common areas such as balconies, playgrounds, and workshops.

Polices grounds and walkways for safety concerns, litter and trash collection, debris, etc.; removes trash & items as needed.

Keeps up to date about and adheres to safety requirements and standards.

Performs entry-level maintenance and repair work and will assist maintenance staff based on knowledge, skills, and ability.

Sweeps, vacuums, mops, scrubs, washes, waxes, dusts, polishes, and finishes floors, furniture, fixtures, windows, walls, etc. throughout building. Cleans restrooms and restocks supplies.

Washes windows and frames, cleans and waxes floors, washes walls, cleans stoves and

refrigerators, and any other general labor required to be performed for the renovation of vacant units.

Assists with ice & snow removal and grounds work as assigned

Enters appropriate information to process work order and inspection forms.

Examples of duties: Replace burned out light bulbs; distribute notices, moves agency goods and materials and furniture left behind by residents, replace door latches; stock copy paper; dust and polish furniture and fixtures; clean windows, other glass top surfaces and other surfaces such as doors, elevators, repair fencing and screening, painting.

Perform other related tasks. Assists other employees as directed.

SECONDARY DUTIES AND RESPONSIBILITIES:

Monitors and advises Property Manager of tenant abuse.

Accountable for security of the unit while performing work.

Maintains a working knowledge of building's security system and fire protection equipment and systems.

Maintains proper set of tools to perform work. Uses all safety equipment provided.

Plans and performs work efficiently.

Attends training sessions as required

Wears Authority uniform and presents a clean and neat appearance.

Performs related work as required.

QUALIFICATIONS:

Knowledge of the materials, methods, and practices used in custodial and grounds work, and knowledge of the use and operation, and care of handling various cleaners, chemicals, tools, machinery, and equipment

General mechanical aptitude

Employee must have a valid driver's license. Must be able to drive all YHA motor vehicles, including pick-up trucks, work vans, crew cab trucks, trucks with trailers, staff cars, litter collection machines, etc.

Have ability to read, write and speak English sufficiently to perform the duties of this

position. Ability to keep basic records and make basic reports using the YHA equipment/software or equipment

Skill in operation of listed tools and equipment

Ability to make independent judgments, which have minor impact on building and/or agency

Ability to interact professionally with diverse public

EDUCATION AND PRIOR EXPERIENCE:

Graduate of high school, vocational school, or possesses a G.E.D. certificate or a combination of relevant experience and training.

Experience with the materials, methods and practices used in custodial and grounds work.

ABILITY TO OPERATE AND CARE FOR FOLLOWING EQUIPMENT LIST:

Grounds equipment: Walk behind, zero-turn, and other rider and tractor mowers, weed trimmers, tree and shrub trimmers, leaf blowers, trash/litter collection machines, vacuums, shovels and scrapers, snow throwers, ice melt spreaders, high pressure washers, chain saws, power generators, wheel barrels, etc.

Custodial equipment: Vacuums, floor scrubbers, floor buffers, mops and, step ladders, miscellaneous hand tools extension ladders, hand trucks, furniture dollies, etc.

Two-way/cell phones, office equipment, computer YHA cars, trucks, and vans with trailers

PHYSICAL DEMANDS:

Sufficient physical strength and freedom of motion to be able to operate power machinery, perform repetitive tasks, lift heavy objects (up to 50 pounds), and physically able to bend, stoop, climb and reach throughout entire work day

Perform work with ladders, interior and exterior

Work under adverse weather conditions (rain, snow, heat, cold, etc.)

PERFORMANCE STANDARDS:

Mandatory three-month probationary period. Reviewed annually after regular status is achieved.

SUPERVISED BY:

Depends on assignment-may be supervised by Maintenance Superintendent, Assistant Maintenance Superintendent, or Maintenance Supervisor.

SUPERVISORY RESPONSIBILITY:

None

ATTENDANCE REQUIREMENTS:

Non-Exempt position. Normal scheduled workweek is 40.0 hours.

WORK ENVIRONMENTS:

Public housing apartment units, public housing property and buildings, management and administrative buildings, tax credit properties, offices and grounds

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, hearing protection, back support, and other equipment as tasks requires.

This job description is intended to be sufficient to identify the position and to be illustrative of the kinds of duties assigned to this position. It is not to be interpreted to describe all of the duties performed, or which may be required of employees holding this position.