



Position Description

Position Title:	Custodian Laborer	Department:	Maintenance
Reports to:	Maintenance Lead	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	October 2019

Summary

The primary purpose of this position is to perform a variety of general maintenance functions with minimal supervision. The incumbent is responsible for assisting in janitorial duties, general maintenance and repair, and groundskeeping.

All activities must support the Columbia Housing's ("CH") 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.

- Performs custodial tasks at the central office and resident locations as requested, including but not limited to, cleaning floors, restrooms, trash cans, halls, stairways, hallways, and kitchens.
- Assists in preparing vacant units, including but not limited to: cutting keys, cleaning office buildings, bathrooms, hallways, polish floors, wash walls, and disposing of trash; provides treatment for insect and rodent control.
- Performs a variety of grounds maintenance duties, including but not limited to: ensuring walkways and entryways are clear of dirt, and snow; maintains grounds by routinely picking up litter, raking leaves, and removing trash; operates and maintains watering systems; waters grass and plants in landscaped areas.
- Sweeps, vacuums, and wet mops all assigned areas, including, but not limited to: stairways, halls, laundry centers, building entrances, and common areas.
- Performs preventative maintenance, including but not limited to: replacing light bulbs, cleaning dryer vents, changing furnace/air-conditioner filters.
- Cleans and maintains several rooms and machinery (e.g., pictures, air filters, soap dispensers, and furniture).
- Keeps an inventory of all janitorial supplies and equipment belonging to the property.
- Visually inspects assigned work areas, eliminates any obstacles to free passage, and makes certain that adequate lighting is provided at all times.
- Assists with water extraction as a result of flooding.
- Performs 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 CH. Uses appropriate judgment & decision making in accordance with level of responsibility.



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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 HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Knowledge of general housekeeping procedures and techniques; knowledge of common household cleaners and cleaning equipment.
- Ability to clean appliances, floors, and other surfaces.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, community partners, and local, state, and federal officials; Ability to communicate with people from a broad range of socio-economic backgrounds.
- Ability to work in less than ideal conditions (e.g., odors, noise, etc.).

Education and/or Experience

High School Diploma or GED and a minimum of one (1) year of experience cleaning and maintaining public buildings and grounds. An equivalent combination of education and experience may be considered.

This position requires regular driving for business purposes. The incumbent is required to possess a valid driver's license and must have the ability to be insurable under CH's automobile insurance plan at the standard rate.



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Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and devices. Must have the ability to learn the use of other tools and devices 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 various CH properties to perform maintenance work. Daily movements include sitting; standing; reaching and grasping; operating handheld tools and other machinery; 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 at CH 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 CH residents. The position requires the availability to work outside of the established CH working hours

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]