HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE

May 17, 2018

1) Position Title: Custodian/Housing Operations

2) Job Type: Full-Time

3) Salary: Commensurate with qualifications and experience

4) Education/Experience: Must have a high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education, or GED certificate issued by the appropriate state agency. Minimum of one (1) year verifiable experience in housing maintenance or other related field, with any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.

5) Major Duties and Responsibilities: Under the direction and supervision of the Vice President of Housing Operations, perform general housing maintenance work required to maintain the properties in an appropriate, safe and sanitary living environment. Clean and maintain areas including, but not limited to, community centers, management offices, restrooms, offices, lobbies, grounds, etc., as assigned. Clean appliances and fixtures including, but not limited to, cabinets, windows, stoves, refrigerators, plumbing, etc. Make and/or assist with minor general maintenance repairs including, but not limited to, installing receptacle plates, replacing bulbs, etc. Report problems when noticed and assist with clean up when needed. Maintain security, safety, and good operating condition of tools and equipment. Make minor repairs, report major repairs, unsafe conditions, and/or missing tools and equipment to immediate supervisor. Complete daily work order reports.

Applicants can obtain a complete position description and application from our website at www.habd.org or 1826 3rd Avenue South. A complete application may be submitted to careers@habd.net. Applicants may also fax a complete application to (205) 521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position Open until Filled. No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
Position Summary

Under the direction and supervision of the Vice President of Housing Operations, perform general housing maintenance work required to maintain the properties in an appropriate, safe and sanitary living environment.

Major Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or to provide relief, to equalize peak work periods, or otherwise balance the workload. The position description complies with the Americans with Disabilities Act.

1. Clean and maintain areas including, but not limited to, community centers, management offices, restrooms, offices, lobbies, grounds, etc., as assigned.

2. Clean appliances and fixtures including, but not limited to, cabinets, windows, stoves, refrigerators, plumbing, etc.

3. Make and/or assists with minor general maintenance repairs including, but not limited to, installing receptacle plates, replacing bulbs, etc.

4. Report problems when noticed and assist with clean up when needed.

5. Maintain security, safety, and good operating condition of tools and equipment. Make minor repairs, report major repairs, unsafe conditions, and/or missing tools and equipment to immediate supervisor.

6. Complete daily work order reports including, but not limited to, reporting materials used, completion time, appropriate comments, and recommended charges.

7. Perform any other related and appropriate duties and support of strategic goals as required.

Required Knowledge, Skills and Abilities

1. Must be able to operate cleaning equipment, i.e., buffer.

2. Must be safety oriented.
3. Must have the physical ability to bend, stoop, and crawl while emptying or picking up trash, and the ability to push and pull mops and vacuums.

4. Must be able to lift and carry heavy trash bags, and stand and walk for extended periods of time. Must be able to lift up to 50 pounds unassisted.

5. Must have a valid Alabama driver’s license, a good driving record, and must be insurable by the Housing Authority’s vehicle insurance company.

6. Ability to read, write, speak, and understand English well, and have some janitorial experience.

7. Ability to write clearly in the completion of required forms and paperwork as needed.

8. Ability to work independently while performing essential functions.

9. Ability to use cleaning materials effectively.

10. Ability to understand and follow oral and written directions.

**Supervision:** None.

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

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is regularly exposed to outside weather conditions; risk of electrical shock, dangerous heights, dangerous chemicals and skin irritants (e.g. cleaning solutions, solvents, insecticides), dampness, direct sunlight, dust, pollen, insect stings, and animals. The noise level in the work environment is usually loud. Stressful situations may occur when dealing with the public. The employee uses goggles, gloves, masks, waist support belts, safety boots, and other safety equipment.

**Physical Requirements**

1. Ability to work while standing for extended periods of time.

2. Ability to move or carry objects weighting a minimum of 70 pounds with the assistance of a hand truck or additional persons.

3. Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawl spaces; ability to work in these positions for extended periods of time.
4. Ability to work in wet, damp, hot, cold, or dusty conditions for extended periods of time.

5. Ability to climb a ladder to gain access to work areas.

Minimum Education, Training, and/or Experience

1. Must have a high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education, or GED certificate issued by the appropriate state agency.

2. Minimum of one (1) year verifiable experience in housing maintenance or other related field, with any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.

Special Requirements

1. Possession of a valid drivers’ license.