

**SPRINGFIELD HOUSING AUTHORITY**

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**Position Vacancy**

**CARETAKER**

*Full-Time Position/Salary: Negotiable*

**EDUCATION & EXPERIENCE:**

High school graduate or equivalent; have a valid Illinois driver's license and good driving record. One (1) year experience in janitorial work or building maintenance is required. Must have knowledge of basic electrical, plumbing, and carpentry skills, and the ability to perform various semi-skilled maintenance assignments. Requires the ability to read, write, and follow verbal and written instructions; and the aptitude to perform manual tasks of a physical nature. Must be dependable, hardworking and people oriented.

**DUTIES & RESPONSIBILITIES:**

Scrub, mop, wax, and polish floors; dust and polish furniture. Wash windows, woodwork, toilets, washrooms, and fixtures; and spray and fumigate as needed. Sweep and clean walks; mow lawns; rake leaves; snow removal; and generally assist in keeping outside premises in an orderly clean condition. Make minor repairs on water, electric or plumbing fixtures and equipment; replace light switches/outlets and change fuses. Make minor building repairs.

Ability to lift, push or pull a minimum of 50 pounds; stoop, bend, climb, kneel, squat, sit and walk for long periods. Must comply with all applicable safety and risk management policies and procedures of the Springfield Housing Authority.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=184768648>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 5/23/2018 – 6/4/2018

*This position will remain open until filled*

County Residency Required Within One Year of Employment

**The Springfield Housing Authority is an Equal Opportunity Employer**