

SPRINGFIELD HOUSING AUTHORITY
200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

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

HI-RISE CUSTODIAN

Full-Time Position/Salary: Negotiable

EDUCATION & EXPERIENCE:

High School diploma or GED; must have a valid Illinois driver's license.

Considerable experience in performing a variety of custodial or minor maintenance related jobs; familiar with the more common practices, methods, materials, equipment, compounds, cleaning materials and tools used in the building maintenance and housekeeping of a large building.

Ability to understand and follow simple oral and written instructions; ability to perform manual tasks involving physical strength; develop and maintain effective relationships with residents, visitors, and SHA personnel; and comply with all applicable safety and risk management policies and procedures of the Springfield Housing Authority.

Ability to lift, push or pull a minimum of 50 pounds; stoop, bend, climb, kneel, squat, sit and walk for long periods.

DUTIES & RESPONSIBILITIES:

Install, repair and replace fixtures and equipment (electricity, plumbing and carpentry). Maintain compactor, hand tools, trash shutes, and special equipment. Dispose of refuse and participate in the refinishing, waxing and repairing of all 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; remove snow; and generally assist in keeping outside premises in an orderly clean condition. Set up dining/meeting rooms. Maintain hi-rise offices, conference rooms, and laundry rooms. Respond to emergency calls that arise in the hi-rise.

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 or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?ApplyToJob=268635333>

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

Posting Dates: 6/3/2019 – 6/12/2019

This position will remain open until filled

County Residency Required Within One Year of Employment
The Springfield Housing Authority is an Equal Opportunity Employer