

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:

CARETAKER

Temporary 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.

APPLICATIONS SHOULD BE FORWARDED TO:

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

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?TrackId=\[MyTrackingId\]&ApplyToJob=184768648](https://Secure.YourPayrollHR.com/ta/TPCA435.jobs?TrackId=[MyTrackingId]&ApplyToJob=184768648)

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Posting Date: ***This position will remain open until filled***

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