

# SHA Position Description

<b>POSITION TITLE</b>	<b>SALARY RANGE</b>
<b>HI-RISE CUSTODIAN</b>	\$38,366.33-\$57,549.50
<b>DIVISION</b>	<b>GRADE</b>
<b>AMP 3</b>	
<b>EMPLOYMENT STATUS</b>	<b>STATUS</b>
<input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Regular Part-Time <input type="checkbox"/> Temporary Part-Time	NON - EXEMPT
<b>SUPERVISION</b>	<b>BARGAINING UNIT</b>
REPORTS TO:     Lead Intermediate Building Maintainer/Asset Manager  SUPERVISES:     Maintenance staff of a lesser grade	CARPENTERS, Local 270

**POSITION SUMMARY:**

The incumbent installs, repairs, and replaces fixtures and equipment within his/her area (electricity, plumbing, and carpentry); maintains hi-rise offices, conference rooms, laundry rooms, stairways, public areas, and grounds; and cleans vacant units. Additionally, the incumbent provides support and oversight of the Caretakers.

**EDUCATION AND EXPERIENCE:**

- High School graduate; considerable experience performing a variety of custodial or maintenance-related jobs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of housing authority building, health, safety, sanitation, and energy conservation codes and ordinances; National Standards for the Physical Inspection of Real Estate (NSPIRE) or other standards, processes, procedures, policies, and regulations.
- Knowledge of common practices and methods used in building maintenance and housekeeping of a hi-rise building.
- Knowledge and skill in the use and care of tools, equipment, and supplies used in building maintenance and housekeeping of a hi-rise building.
- Knowledge of occupational hazards and applicable precautionary measures.
- Skill and ability in the areas of internal and external building maintenance and minor residential repairs.
- Skill in organizing, planning, monitoring, and following up as necessary.
- Skill in the use operating a forklift and bucket truck.
- Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner.
- Ability to communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, and co-workers) in a courteous, confidential, effective, positive, professional, and ethical manner.
- Ability to maintain a valid Illinois driver’s license and be an insurable SHA driver.

EMPLOYEE SIGNATURE/DATE *(Below)*

MANAGER / DIVISIONAL DIRECTOR SIGNATURE/DATE *(Below)*

#### ADDENDUM A.4

- Ability to ensure all units are in compliance with housing authority housekeeping and NSPIRE standards.
- Ability to perform semi-skilled assignments.

#### **ESSENTIAL FUNCTIONS:**

1. Maintains compactor, hand tools, trash chutes, and special equipment.
2. Disposes of refuse and participates in the refinishing, waxing, and repairing of all floors within the area assigned.
3. Sets up dining and meeting rooms.
4. Maintains hi-rise offices, conference rooms, and laundry rooms.
5. Installs, repairs, and replaces fixtures and equipment within his/her area (electric, plumbing, and/or carpentry).
6. Cuts and waters the grass, weeds, and shrubbery.
7. Shovels snow in winter and maintains grounds.
8. Operates truck, tractor, or other power equipment as needed for the maintenance of the area assigned.
9. Cleans fixtures in public and office washrooms, and washes windows in public places.
10. Sweeps, dusts, and vacuums public quarters and stairways.
11. Scrubs and buffs floors with both hand and electric equipment.
12. Maintains safety equipment, warning/alarm systems, door locks, and door communication systems within his/her area.
13. Takes the lead in all aspects of vacant unit cleaning, including unit preparation, vacant cleaning, minor repairs, and final cleaning.
14. Supervises the work of lower-grade or Caretakers.
15. Exterminates all vacant/occupied units upon request.
16. Maintains vehicle with all supplies needed to perform daily functions.
17. Keeps tools, equipment, and supplies in good condition; cleans and cares for them after use.
18. Responds to emergency calls on an on-call basis outside of regular business hours that arise in the hi-rises.
19. Ensures compliance with all applicable policies and procedures of the Springfield Housing Authority.
20. Maintains regular and reliable attendance.
21. Contributes to team efforts by performing other job duties as required or assigned.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs. Work is subject to seasonal environmental conditions and moderate hazards (hand tools, ladders, lawnmowers, snowblowers, electric, forklift, bucket truck, cleaning chemicals, etc.) The work is heavy and requires up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

#### ADDENDUM A.4

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Ascending/Descending:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like. Body agility is emphasized.
- **Crawling:** Moving about at a lower level.
- **Crouching:** Bending the body downward and forward.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture.
- **Picking, pinching, typing:** Otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Holding:** Picking up and holding an object, or otherwise working, primarily with the whole hand.
- **Detecting:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Bending:** Ability to bend and work from a lower level.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and fingers.
- **Communicating:** Expressing or exchanging ideas by means of the spoken word, including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Stationary:** Remaining in a stationary position, particularly for sustained periods of time.
- **Stooping:** Bending the body downward and forward. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Observing:** Determine color, depth perception, and field vision.
- **Moving:** Moving about to accomplish tasks, particularly for long distances or moving from one work site to another.

*Please note that this job description is not designed to cover or contain a comprehensive listing of functions that are required of the employee for this job. To perform this job successfully, an individual must possess the minimum qualifications, be able to execute each essential job function proficiently, and meet the physical demands. This job description is not meant to limit the*

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*physical demands to certain abilities, and if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions and/or meet the physical demands.*

*This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.*

*The Springfield Housing Authority is an equal opportunity employer, prohibits unlawful discrimination, is a drug-free workplace, and complies with ADA regulations.*