

**GREATER METROPOLITAN AREA HOUSING AUTHORITY
OF ROCK ISLAND**

POSITION DESCRIPTION

Title: Custodian

Supervisor: Maintenance Director

Duties and Responsibilities

Responsible for cleaning all common areas, offices, maintenance room, and vacated laundry facilities. Performs minor routine repairs. Maintains a general order of cleanliness at developments. May perform some or all of the following duties.

Maintains floors in common areas by sweeping, mopping, waxing, and polishing the floors. Vacuums carpets in all common areas of buildings.

Cleans and polishes office fixtures and furniture as needed.

Empties waste baskets and ashtrays and disposes of trash and refuse (offices).

Cleans and disinfects restrooms and water fountains and replenishes restroom supplies in maintenance and other Housing Authority offices.

Cleans appliances.

Cleans and repairs windows, screens, mini blinds, range hoods, sinks, tubs, toilets, and cabinets, etc.

May assist in repairs and adjustments with various types of appliances and equipment such as refrigerators, gas and electric stoves, furnaces, water heaters, electric motors, smoke detectors, air conditioning systems, trucks and power tools.

May assist in wall washing or painting tasks.

Assists in maintaining grounds by picking up litter, mowing lawns, edging, trimming, watering grass and plants, sweeping sidewalks and parking lots, raking up leaves, cultivating shrubs and flower beds, salting walkways and snow removal.

Fills vending machines.

Assists with vendor deliveries and stocking supplies.

Assists with work orders, painting, moving furniture, when needed.

Assists in checking and changing light bulbs, fuses, washers, and air conditioner and furnace filters.

Contributes to team effort by accomplishing other duties as assigned.

Qualifications and Knowledge

High School graduate or GED desirable. Three (3) years experience in the janitorial or maintenance construction field or an equivalent combination of education and experience. Preferably in multi-housing.

Good knowledge of techniques, methods, materials, and equipment used in maintaining buildings and grounds.

Knowledge of minor building repair and maintenance of plumbing, heating, cooling, and electrical systems.

Ability to understand and follow simple instructions.

Skills in use of various building and grounds maintenance tools and equipment (lawn mower, edger, buffer, vacuum cleaner, hand saw, electric drill).

Ability to perform moderately strenuous physical activity.

Ability to establish and maintain effective working relationships with other employees and residents.

Bondable.

Valid Illinois driver's license.

Eligibility for coverage under Housing Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Maintenance Site Supervisor. Generally, methods of accomplishing duties are limited and within established procedures. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for accuracy and completeness.

The employee does not have any supervisory responsibilities.

Guidelines

All guidelines are usually provided orally and are supplemented by established procedures. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

Complexity

The employee performs a limited number of tasks that are routine in nature and require little personal judgment or decision making. Instructions to the employee are detailed and specific. The course of action open to the employee is clear cut and specific.

Scope and Effect

The employee's work primarily affects the Housing Authority's grounds and non-dwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the developments and the surrounding community.

Personal Contacts

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.

Physical Demands

Physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee uses arm strength to manipulate hand tools. The employee must occasionally push, pull, and/or lift objects up to and over 50 pounds.

Work Environment

The employee works both indoors and outdoors and is exposed to weather extremes. Employee may occasionally be subject to electrical shock hazards and dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides). The employee uses goggles, gloves, safety boots, and other safety equipment when required.