

# SHA Position Description

<b>POSITION TITLE</b>	<b>SALARY RANGE</b>
<b>CARETAKER</b>	\$34,515.33 - \$51,773.00
<b>DIVISION</b>	<b>GRADE</b>
AMP 1, 2, or 3	
<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:    Hi-Rise Custodian/Lead Intermediate Building Maintainer/Asset Manager  SUPERVISES:    None	CARPENTERS, LOCAL 270

**POSITION SUMMARY:**

The incumbent maintains housing grounds, cleans out units, and makes minor building repairs.

**EDUCATION AND EXPERIENCE:**

- High School graduate; one (1) year of experience in janitorial work or building maintenance.

**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 and skill in the use and care of tools, equipment, and supplies used in building maintenance and housekeeping.
- 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 of operating a forklift, bucket truck, and dump 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.
- Ability to ensure all units are in compliance with housing authority housekeeping and NSPIRE standards.
- Ability to perform semi-skilled assignments.

EMPLOYEE SIGNATURE/DATE *(Below)*

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

**ESSENTIAL FUNCTIONS:**

1. Scrubs, mops, waxes, and polishes floors; dusts and polishes furniture.
2. Washes windows, woodwork, toilets, washrooms, and fixtures; and sprays and fumigates as needed.
3. Sweeps and cleans walks; mows lawns; rakes leaves; shovels snow; and generally, assists in keeping outside premises in an orderly condition.
4. Makes minor repairs on water, electric, or plumbing fixtures and equipment, including but not limited to: replacing light switches/outlets and changing fuses as may be applicable to SHA housing stock.
5. Cleans out vacant units and conducts final cleaning prior to leasing.
6. Makes various other minor building repairs.
7. Maintains vehicle with all supplies needed to perform daily functions.
8. Maintains storage rooms in a safe and sanitary condition.
9. Keeps tools, equipment, and supplies in good condition; cleans and cares for them after use.
10. Ensures compliance with all applicable policies and procedures of the Springfield Housing Authority.
11. Maintains regular and reliable attendance.
12. 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 me to be sensitive to change and responsive 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, dump truck, cleaning chemicals, etc.) The work is very heavy and requires exerting in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **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.
- **Handling:** 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.

### ADDENDUM A.3

- **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.
- **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 the ability to convey detailed or important spoken information to others accurately and concisely.
- **Stationary:** 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:** Detecting 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 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.*