



## POSITION DESCRIPTION

<b>TITLE</b>	Resident Custodian		
<b>SUPERVISOR</b>	Property Manager	<b>DEPARTMENT</b>	Asset Management
<b>FLSA STATUS</b>	Nonexempt	<b>UNION</b>	SEUI Local 73
<b>REGULAR</b>	Regular	<b>FULL/PART</b>	Full-time

### SUMMARY

Under general direction of Property Manager, makes repairs, inspects and cleans assigned building, property and equipment.

### ESSENTIAL FUNCTIONS

- Cleans and maintains all interior and public areas of the building including lobbies, windows, stairways, elevators, floors, community rooms, offices, visitor washrooms, laundry facilities, etc.
- Makes necessary repairs and provide final clean-up of vacant apartments for occupancy in accordance with HUD and HACC requirements and timeframes (five days).
- Cleans and performs preventive maintenance and repairs to plumbing, fixtures, electrical systems, appliances, windows, locks, blinds, mechanical, heating and other equipment as needed in occupied units, common areas and vacant units.
- Keeps boiler room, mechanical facilities, penthouses, shop area, garage, storage room, hallways, track chute, compactor room and common areas in clean and good condition at all times.
- Maintains all building mechanical systems.
- Conducts routine, non-routine and emergency work orders within required HUD and HACC time requirements.
- May direct the work activities of janitor helpers and others as assigned regarding cleaning assignments and supply distribution.
- Maintains and is responsible for Authority tools, equipment, supplies and materials issued. Secures items from damage or theft due to neglect or abuse.
- Takes out trash/recycling.
- Inspects boilers, pumps, motors, storage tanks, roof fans, penthouses, elevators, and emergency generators daily and perform routine maintenance necessary to ensure their proper operation.
- Monitors temperature and weather conditions to ensure sufficient heat is provided throughout building during heating season and air conditioning during spring and summer as required.
- Cleans and maintains property grounds by performing tasks such as, but not limited to landscaping, mowing, pruning, trimming, watering, sweeping, removing debris, snow and ice removal, and conducting general grounds policing to ensure required curb appeal.
- Loads and unloads delivery trucks containing appliances, equipment, supplies, materials, etc. and maintain accurate inventory records of same.
- Removes and disposes of abandoned furniture and personal effects from vacated units as directed by supervisors.
- Informs supervisors of possible vacated units, and any conditions that may pose a health or safety concern to residents, staff or Authority property.
- Completes and provides all required invoices, bills, reports, records, and daily work orders in a timely and accurate fashion.
- Assists contractors/vendors for on-site repairs.
- Keeps inventory and orders supplies/materials in accordance with HACC procedures.
- Maintains Authority issued communication equipment in good operating condition and in response mode for routine and emergency calls telephone number.
- Attends training programs that may be offered off-site and require travel.
- Maintains personal telephone service and provide the Authority with current telephone.
- Performs all duties in accordance with Authority policies.



### **OTHER DUTIES AND RESPONSIBILITIES**

- Wears issued uniform on regular duty, overtime, and Authority authorized business and travel only.
- Practices good safety habits, uses proper safety equipment and material handling devices; wears eye protection, safety gloves, shoes with leather tops and hard bottoms, seat belts, etc.
- Reports workplace accidents and injuries to supervisors in accordance with established procedures.
- Complies with applicable job-related local, state, and federal regulations.
- Meets or exceeds applicable job-related HUD performance standards particularly PHAS.
- Responsible for safety while performing all facets of job and observes all Housing Authority safety procedures, as well as all local, state, and federal safety laws and regulations.
- Promotes positive customer relations.
- Performs other duties as assigned.

### **EDUCATION, EXPERIENCE AND/OR CERTIFICATION**

- High school diploma or equivalent.
- Three (3) years related experience in general building, property and equipment maintenance/repair. Must have thorough knowledge and work related experience with low pressure and single unit boilers (including Triad model), pumps, ventilation and air conditioners, mechanical room systems, electrical equipment, general construction, rehab procedures, carpentry, painting, plastering, and modern cleaning materials and techniques.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Knowledge of boilers, HVAC, plumbing, carpentry, mechanical systems and electrical repair/installation.
- Ability to read pressure gauges, valves, thermometers, etc.
- Ability to multi-task and prioritize responsibilities.
- Ability to communicate and interact appropriately with the general public, applicants, residents and staff.
- Ability to follow verbal and written instructions.
- Ability to work effectively with others and work independently.
- Analytical skills and problem solving ability.
- Demonstrated attention to detail.
- Demonstrated punctuality and reliability.

### **EQUIPMENT AND SYSTEMS OPERATED**

- Various maintenance equipment including but not limited to a drill, rodding machine, sander, saws, paint sprayer, hand tools, floor stripper, snow blower, and lawn mower.
- Truck with plow attachment.

### **ADDITIONAL WORKING CONDITIONS**

- **Resident custodian and eligible family members must reside on-site, and in the unit assigned by the Authority, provided they qualify for occupancy in accordance with HUD requirements and regulations. Must comply with all tenant-leasing requirements. \*Resident will be required to occupy the site within 60 days of hire.**
- **On-call 24 hours a day, seven days a week unless on approved leave. Must be reliable in attendance and response to after-hour emergencies.**
- Work environment consists substantially of indoor and outdoor field work, including inclement weather with wet and humid conditions.
- Frequent travel to various work locations in all weather conditions. Must have own transportation.
- Position requires the need to walk, sit, and/or stand for extended periods of time.
- Requires stooping, bending, crouching, reaching, and climbing stairs/ladders.
- Contact with owners and tenants may become hostile at times.
- Occasional repetitive hand movement (e.g. tools).



- May lift and carry up to 65 pounds. May push or pull heavier objects such as garbage containers, appliances, furniture, etc.
- Appointees will be required to possess a valid driver's license and be insurable according to agency guidelines only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job will be considered.