



HOUSING AUTHORITY OF SKAGIT COUNTY

This institution is an equal opportunity provider and employer

JOB TITLE: Ground Maintenance and Janitorial services

MAJOR FUNCTION AND PURPOSE This is a Non-Exempt, Full-Time position with normal working hours from Monday through Friday, 8:00 a.m. to 4:30 p.m. This position requires understanding of, and commitment to the agency and the agency's mission and vision. The Ground Maintenance and Janitorial services position is responsible for day-to-day maintenance of all units. The position requires excellent organizational and communication skills, and an ability to work positively and cooperatively with the rest of the Properties and Maintenance Team, landlords, community partners, and HASC customers.

REPORTS TO: Property Manager

SUPERVISION: Person in this position does not supervise staff.

COMPENSATION AND BENEFITS:

- ❖ Starts at \$15.00/HR (DOE)
- ❖ Vacation and Sick Leave.
- ❖ Medical, Vision, Dental.
- ❖ Retirement.

DUTIES INCLUDE:

1. Works on successfully implementing the program under the supervision of the Property Manager.
2. Attend weekly staff meetings.
3. Collaborates with all Housing Authority staff.
4. Conduct all business in accordance with HASC policies and procedures.
5. Enforces occupancy policies and procedures by confronting violators.
6. Maintains property by investigating and resolving vacant units situation and report damages and unit conditions to property manager, assistant property manager in training or maintenance lead
7. Physically inspects apartments when applicable, picks up litter and reports any service needs to maintenance staff.
8. Clean and disinfect all empty units, lobbies and laundry rooms.
9. Pick up trash from green areas and shops.
10. Building and Office Space cleaning, garbage removal and disposal according to industry standards which will include.
 - Hall and Corridors Cleaning.
 - High dust and cobwebs.



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- Mop and clean restrooms with a germicide, including mirrors, partitions, urinals, toilets and sinks using disinfectant and detergents.
- Restock all bath tissue, paper towels and soap dispensers.
- Interior Glass Cleaning.
- Kitchen Cleaning and Lunchroom Cleaning.
- Wash and clean sinks.
- Clean inside and outside microwave.
- Clean top & handles of refrigerator.
- Disinfecting Telephones, light switches, and door handles, push plates, and work desks.
- Cleaning of drinking water cooler.
- Dust and clean cleared surfaces of desks, tables, chairs, filing cabinets, and other office furniture.
- Fan Cleaning.
- Carpet spots cleaning. (once a month)
- Clean all blinds (once a month)
- Clean and disinfect (inside and out of waste receptacles) (once a month)
- Clean all high surfaces, including any picture frames, light fixtures, windowsills, etc. (once a month)
- Trash Removal.
- Recycling Removal.
- Sweeping, mopping of floors
- Rugs, carpets, and upholstered furniture vacuuming.
- Empty wastebaskets.
- Transport trash and waste to dumpster area.
- Clean all exterior glass entrance doors (inside & out).
- Other duties as assigned.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 1) Ability to work with a high degree of accuracy and attention to detail in a fast-paced atmosphere
- 2) High standards for work ethics, be punctual, dependable, organized and be able to follow instructions
- 3) Ability to learn, follow and apply complex regulations and procedures.
- 4) Ability to deal with the public and other employees with courtesy, tact and good judgment.
- 5) Knowledge of local social service agencies and community resources to provide information and referral services to applicants and clientele.
- 6) Work Hours: 40 hours per week (this position may require to work remotely or different schedule due to the current situation with the pandemic)
- 7) Ability to observe safety and security procedures and to comply with policies
- 8) Ability to read and interpret written information; ability to write clear statements; ability to communicate orally
- 9) Must be able to do physical work and operate power equipment normally found in janitorial operations



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- 10) Attention to detail
- 11) Ability to follow schedules and keep commitments
- 12) Ability to follow directions from a supervisor
- 13) Ability to demonstrate professionalism
- 14) Must be able to manage time efficiently and to work individually as well as within a team

EDUCATION, EXPERIENCE AND CERTIFICATES

Education: GED or High School diploma.

- Have (and maintain in good standing) a Washington State Driver's License and evidence of a good driving record for pre and continued employment.
- Have knowledge of cleaning hazardous materials and combinations.
- Have knowledge of employment labor laws and practices.
- Have ability to write texts and emails.
- Communication in English is required for this position.

Driving/Traveling Requirements: Occasional need to utilize transportation to inspect apartment community and surrounding neighbourhood. Must have valid driver's license and automobile insurance.

PHYSICAL, SENSORY, ENVIRONMENTAL QUALIFICATIONS:

R = RARELY O = OCCASIONALLY F = FREQUENTLY

Physical Activity	R	O	F
Sitting		X	
Stationary Standing			X
Walking			X
Crouching (bend at knee)			X
Kneeling/crawling		X	
Bend at waist			X
Twisting (knees/ waist/ neck)			X
Climbing		X	
Grasping			X
Driving a car			X
Repetitive motions (keyboard/data entry)	X		
Lifting/Carrying: --- 30 pounds		X	



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OTHER POSITION REQUIREMENTS: Candidates selected for this position must pass a criminal history background and a driving record check as a condition to employment.

To apply – send Cover Letter & Resume to: Hiring Committee / 1650 Port Drive / Burlington, WA / 98233 or submit resume by email at gestrada@skagitcountyha.org with subject line: Ground Maintenance and Janitorial services -- RESUME & CV LETTER.

Housing Authority of Skagit County is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, sex/gender, familial status, disability or religion.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also be able to drive company vehicles. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change.



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