

SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street
Springfield, IL 62703

Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

CARETAKER

Full-Time Position/Salary: Negotiable

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; Uniform Physical Condition Standards (UPCS) 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 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 UPCS standards; Ability to perform semi-skilled assignments.

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 and in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects.

APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority
Department of Human Resources
200 N. Eleventh Street
Springfield, IL 62703

Via e-mail: wendym@sha1.org or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

www.springfieldhousingauthority.org and by clicking on the link below

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=184768648>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 5/2/2023 – 5/12/2023

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer