

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:

HI-RISE CUSTODIAN

Full-Time Position/Salary: Negotiable

POSITION SUMMARY:

The incumbent installs, repairs and replaces fixtures and equipment within his/her area (electricity, plumbing and carpentry); maintains hi-rise offices, conference rooms, laundry rooms, stairways, public areas, and grounds; and cleans vacant units. Additionally, the incumbent provides support and oversight of the Caretakers.

EDUCATION AND EXPERIENCE:

- High School graduate; considerable experience performing a variety of custodial or maintenance related jobs.

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 of common practices and methods used in building maintenance and housekeeping of a hi-rise building; Knowledge and skill in the use and care of tools, equipment, and supplies used in building maintenance and housekeeping of a hi-rise building; 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 and bucket 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 sensitivity 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, cleaning chemicals, etc.) The work is heavy and requires up to 100 pounds of force occasionally, and up to 50 pounds of force frequently, and up to 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.jobs?ApplyToJob=268635333>

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

Posting Dates: 4/16/2024 – 4/26/2024

This position will remain open until filled

County Residency Required Within One Year of Employment

The Springfield Housing Authority is an Equal Opportunity Employer