

# BELLINGHAM/WHATCOM COUNTY HOUSING AUTHORITY

## JOB DESCRIPTION

**JOB TITLE:** Custodian **HOURLY, NON-EXEMPT  
REPRESENTED**

**DEPARTMENT:** Development and Maintenance

**REPORTS TO:** Director of Maintenance and Construction

### POSITION OVERVIEW:

This position performs general cleaning and janitorial functions at Bellingham Housing Authority owned and managed buildings (high-rises, scattered units, the shop, administrative facilities), hallways, community rooms, garbage rooms, vacated units, elevators, stairways, restrooms, and all other common areas to assist in maintaining neat and clean facilities.

### ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of floor care duties such as tapes vinyl and carpet, mops, strips, waxes, buffs, vacuums, sweeps, and shampoos.
2. Maintains trash collection and recycling. Places trash/recycling in appropriate containers, cleans trash room and compactor components.
3. Maintains all common areas, including lobbies, halls, community rooms, restrooms, etc. General cleaning of all surfaces, trash removal, window cleaning, and light bulb replacement.
4. Completes work order tasks as directed, including reviewing task, acquiring supplies, and performing task.
5. Cleans vacated units.
6. Performs routine pest control functions as needed.

### OTHER JOB FUNCTIONS:

7. Maintains equipment in clean and proper working order.
8. Properly requisitions necessary supplies.

9. Performs other related duties as assigned.

### **WORKING CONDITIONS AND EQUIPMENT USED:**

This position primarily works indoors in vacant housing units and "community" areas of housing authority facilities. Some work is performed on the grounds areas adjoining these facilities. Incumbents must be able to effectively utilize cleaning tools such as vacuums, buffers, carpet cleaners, etc. and properly handle cleaning chemicals.

### **QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities**

- Ability to climb on and around surfaces to be cleaned and perform moderately heavy manual labor.
- Knowledge of cleaning techniques, equipment, and chemicals.
- Ability to read, write, understand the English language, follow and understand oral and written instructions.
- Ability to work with and around a wide range of people.
- Ability to perform minor maintenance work.
- Knowledge of pest control techniques.
- Maintain dependable, punctual attendance.

#### **Education and Experience**

- High school diploma or G.E.D.
- One year of uninterrupted work experience and experience using a variety of cleaning tools such as vacuums, buffers, and carpet cleaners.

#### **Licenses or Certificates**

- Must possess valid Washington State Motor Vehicle Operator's License and an acceptable driving record (according to BHA standards).

- Must acquire State of Washington Department of Labor and Industries Basic First Aid Card and CPR certification within one year of employment.

**OTHER REQUIREMENTS:**

**Physical**

This position requires the incumbent to drive from site to site, lift cleaning equipment, walk, climb, stand, stoop, crawl, and perform somewhat strenuous work over long periods of time.

**Mental**

The incumbent must work independently in the performance of relatively routine functions.

*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, but 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 otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*