

Mutual Housing Association of Greater Hartford Position Description

Date Updated: April 6, 2018

Position: Janitorial/Grounds Technician

Employee:

Department: Property Management

Exempt: _____ % FTE: _____

Manager's Title: Maintenance Coordinator

Non-Exempt: # Hrs./Wk.: 37.5

Summarize major function of the position:

Maintains cleanliness and safety of assigned properties, including vacant apartments, common areas such as halls and stairwells, and outdoor areas.

List essential functions of the position, in order of priority:

- 1) Cleans windows, walls, floors, stairwells, laundry rooms, elevators, carpets, vacant apartments.
- 2) Performs outdoor maintenance and landscaping functions, including snow removal, mowing, raking, planting, fertilizing, watering, edging, weeding, installing mulch and pruning shrubs.
- 3) Performs preventive maintenance on ground equipment such as lawn mowers, trimmers, and edgers.
- 4) Keeps the grounds and abutting streets clean by picking up paper and debris, emptying outside MHA trash cans, sweeping and blowing walks, curbs, and lots, and maintaining all dumpster areas in a clean and safe manner.
- 5) Reports all actual and potential problems including potential liability and workplace hazards to the Maintenance Coordinator promptly.
- 6) Knows and adheres to all applicable federal, state, and local laws as well as all MHAGH policies and procedures.
- 7) Participates in regular safety meetings, and adheres to all OSHA guidelines and regulations
- 8) Properly secures equipment when not in use.
- 9) Interacts courteously with residents, referring questions or requests to Maintenance Coordinator or Property Manager as appropriate.
- 10) Performs special assignments as requested by the Maintenance Coordinator including basic unit maintenance items such as painting.
- 11) Performs additional duties as assigned.

Supervisory Responsibilities:

- 1) None

Required Education and Experience:

- 1) High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Requirements and Working Conditions:

- 1) Depending on assigned properties, may be required to have a properly insured and registered vehicle and maintain a valid Connecticut driver's license.
- 2) Ability to work extended hours as required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

- 3) Ability to regularly lift and carry cleaning equipment weighing up to fifty pounds, including backpack vacuum cleaners and blowers.
- 4) Ability to occasionally lift and/or move over 100 pounds.
- 5) Ability to use tools required to complete job duties.
- 6) Work environment includes outdoor work in all weather as well as indoor work in apartments, public spaces, and mechanical areas.
- 7) Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, and moderate noise level.

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