

JOB TITLE: Custodian
DEPARTMENT: Maintenance
NORMAL SHIFT: Monday through Friday, 8:00 am to 4:30 pm
PAY RATE: \$15.7529 per hour
REPORTS TO: Foreman

PURPOSE FOR THE POSITION: To support the mission of providing a decent, safe, and sanitary environment for all residents and employees.

GENERAL JOB DESCRIPTION: This is an entry level position into the maintenance operation of the Authority. Duties are of a general cleaning and sanitation nature to the building and grounds.

MAJOR DUTIES AND RESPONSIBILITIES:

Empties trash and dispose of paper waste
Cuts grass, trims shrubbery, and other basic outdoor duties
Snow removal – shoveling and operating snow blowers/throwers
Washes and waxes floors, furniture and fixtures
Cleans lavatories and replenishes supplies
Unclogs simple blockages of sinks and toilets/use of snakes and plungers

ANCILLARY DUTIES:

Assist maintenance personnel who are doing complex repairs
Disassemble, clean and reassemble stoves and refrigerators
Perform simple repairs such as those found in any residence
Other duties as assigned

KEY COMPETENCIES:

Possess a valid Pennsylvania Driver's License
Capable of lifting at least 50 pounds
Ability to understand and take direction in English

GENERAL DUTIES:

Indoor and outdoor painting using both latex and oil based paints
Disassembling and cleaning stoves and refrigerators
Responsible for the decent, safe and sanitary condition of the AMP.
Repair/replace window glass, screens, sash, etc.
Routine maintenance of equipment, e.g., snow thrower, trimmers, etc.
Replace mechanical pump seals and gaskets
Cleaning building and grounds
Conduct boiler room safety & operational checks
Make simple repairs

Must pass background check and drug & alcohol screening. To apply, submit your resume and/or download the [fillable PDF form](#) (this can be completed by filling it out on your computer if you do not wish to print) and send to Accounting@harrisburghousing.org