



# VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

## JANITOR – TEMPORARY ASSIGNMENT 20 HOURS WEEKLY

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<b>Department:</b>	Asset Management/ GH Maintenance
<b>Reports to:</b>	Housing Manager @ GH
<b>Job Type:</b>	Temporary – 20 hour weekly /non-union
<b>FLSA Code:</b>	Non-Exempt /hourly
<b>Rate:</b>	\$15.00/hourly
Internal Posting:	06/13/2018
Posting Expires:	06/25/2018

### **Position Summary:**

Reporting to the Site Foreman, perform a variety of unskilled and semi-skilled tasks in the janitorial area. The individual must possess physical strength and be able to lift and carry. The person may be assigned to individual or group routine tasks and will rotate assignments as needed.

### **Key Duties/Essential Job Functions**

1. Grounds keeping, including sweeping and cleaning sites.
2. Clean/Service all offices, stairs, halls, shops and lavatories in the administrative building, community halls and other community facilities.
3. Move trash cans for collection and return them to individual apartments or building cellars.
4. Clean out all vacant units and debris from site.
5. Clean and maintain stairwells and hallways.
6. Assist with all evictions.
7. Mow lawn and trim all hedges/shrubs.
8. On 24-hour call for snow removal.
9. Wash windows, walls, floors, blinds and wax floors.
10. Replenish supplies in maintenance workshop and assist in keeping the shop clean.
11. Carry refrigerators, ranges and cabinets into and out of apartments.
12. Assist with any assignment pertaining to loading and unloading of vehicles at assigned site or any other designated areas.
13. Clean debris from roofs and clean catch basins.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V**



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14. Perform minor maintenance skills assignment including replace light bulbs and fixtures internally/externally.
15. Ability to operate company motor vehicles such as trucks, sweepers, snow blowers and grass cutters.
16. Complete work on all work orders, delivers copies of completed and signed work orders to foreman for reports, control and filing purposes.
17. Perform other duties as assigned.

**Qualifications/Education**

Must have a high school diploma or GED. Knowledge of trades relating to maintenance. Ability to perform semi-skilled tasks without direct supervision. Ability to read and write. Understand and follow instructions independently. Ability to perform manual tasks requiring physical strength and endurance. Ability to fill out work order forms independently. An understanding of the tools required to perform the job responsibilities and the ability to use them correctly. Possesses a valid CT driver's license.

**Working Conditions/Physical Requirements**

Must be able to lift and carry 50 lbs. without assistance, walk through out the site, go up/down stairs, shovel snow, work in cold or hot weather conditions, answer incoming/outgoing calls, attend meetings/trainings and being at BHA sites unaccompanied.

**TO APPLY:**

INTERNAL INTEREST

[https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pcc150&jobId=132317&lang=en\\_US&source=CC2](https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pcc150&jobId=132317&lang=en_US&source=CC2)

EXTERNAL INTEREST

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ffb547d0-1e62-46d1-b6c9-ff3853939647&jobId=132317&lang=en\\_US&source=CC3&cclid=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ffb547d0-1e62-46d1-b6c9-ff3853939647&jobId=132317&lang=en_US&source=CC3&cclid=19000101_000001)