



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

JANITOR TEMPORARY POSITIONS

Department:	Asset Management	Reports to: Director – AM
Job Type:	Regular-Full-time – Non-Union	FLSA Code: Non-Exempt /hourly
Rate:		Minimum:
Internal Posting:	04/22/2021	
Posting Expires:	05/03/2021	

Position Summary:

Reporting to the Director of Asset Management and/or Site Maintenance Foreman to 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 maybe assigned to individual or group routine tasks that may include seasonal tasks and will rotate assignments as needed.

Key Duties/Essential Job Functions

1. Grounds keeping, including sweeping and cleaning sites.
2. Mow lawn and trim all hedges/shrubs.
3. Clean/Service all offices, stairs, halls, shops and lavatories in the administrative building, community halls and other community facilities.
4. Move trash cans for collection and return them to individual apartments or building cellars.
5. Clean out all vacant units and debris from site.
6. Clean and maintain stairwells and hallways.
7. Assist with all evictions.
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 in/out of apartments.



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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.
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.