



Job Posting

Position: Custodian

Summary: The Biloxi Housing Authority (“BHA”) is seeking a Custodian to join our team! The primary purpose of this position is to perform general janitorial and custodial work to maintain assigned BHA buildings and grounds, keeping common areas clean and clear of debris and ensuring that the central office and other designated areas are safe and free of hazards for employees, residents, and visitors.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

Required Education and Experience:

- A high school diploma, GED, and one (1) or more years of related custodial experience, preferably relating to office cleaning and office building maintenance.
- Any equivalent combination of education, training, and experience which, in the sole determination of the Housing Authority, provides the required knowledge and abilities.
- Must possess a valid Driver’s License and be insurable under the Authority’s plan.
- Must be able to pass background check and drug screening.
- Must have the ability to learn other programs as required by assigned tasks.
- Must be able to utilize iPad and tablets to utilize the Company’s work order software.

Duties and Responsibilities:

- Performs custodial tasks at the central office and locations as requested, including but not limited to, cleaning floors, restrooms, trash cans, halls, stairways, hallways, and kitchens.
- Performs preventative maintenance, including but not limited to: replacing light bulbs, cleaning dryer vents, changing furnace/air-conditioner filters.
- Sweeps, vacuums, and wet mops all assigned areas, including, but not limited to: stairways, halls, laundry centers, building entrances, and common areas.
- Cleans or polishes walls, ceilings, windows, and building fixtures. Applies wax or sealers to wood, concrete, and tiled floors as appropriate.
- Cleans and maintains several rooms and machinery (e.g., pictures, air filters, soap dispensers, and furniture).

- Performs a variety of grounds maintenance duties, including but not limited to: ensuring walkways and entryways are clear of dirt, and snow; maintains grounds by routinely picking up litter, raking leaves, and removing trash; operates and maintains watering systems; waters grass and plants in landscaped areas.
- Notifies the Maintenance Supervisor of request for materials/supplies, major repairs, or additions to building operating systems.
- Assists in building security, locking, and unlocking access to Authority buildings.
- Assists with office furniture set up, equipment moves, and meeting set-up as needed.
- Performs other related duties as assigned.

Benefits and Compensation:

BHA offers a comprehensive and competitive benefits package. The annual salary range for this position is \$23,350.00 - \$34,250.00. Salary is commensurate with experience and qualifications.

Location: Biloxi, MS

BILOXI HOUSING AUTHORITY

Position Description

Classification: **Custodian**

Supervisor: **Maintenance Supervisor**

Department: **Maintenance**

Status: **Non-Exempt**

Pay Grade/Range:

Summary

The primary purpose of this position is to perform general janitorial and custodial work to maintain assigned BHA buildings and grounds, keeping common areas clean and clear of debris and ensuring that the central office and other designated areas are safe and free of hazards for employees, residents, and visitors.

All activities must support the Biloxi Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the Authority.

1. Performs custodial tasks at the central office and locations as requested, including but not limited to, cleaning floors, restrooms, trash cans, halls, stairways, hallways, and kitchens.
2. Performs preventative maintenance, including but not limited to: replacing light bulbs, cleaning dryer vents, changing furnace/air-conditioner filters.
3. Sweeps, vacuums, and wet mops all assigned areas, including, but not limited to: stairways, halls, laundry centers, building entrances, and common areas.
4. Cleans or polishes walls, ceilings, windows, and building fixtures. Applies wax or sealers to wood, concrete, and tiled floors as appropriate.

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5. Cleans and maintains several rooms and machinery (e.g., pictures, air filters, soap dispensers, and furniture).
6. Performs a variety of grounds maintenance duties, including but not limited to: ensuring walkways and entryways are clear of dirt, and snow; maintains grounds by routinely picking up litter, raking leaves, and removing trash; operates and maintains watering systems; waters grass and plants in landscaped areas.
7. Notifies the Maintenance Supervisor of request for materials/supplies, major repairs, or additions to building operating systems.
8. Assists in building security, locking, and unlocking access to Authority buildings.
9. Assists with office furniture set up, equipment moves, and meeting set-up as needed.
10. Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge and understanding of obligations, functions, programs and services of the BHA in relation to staff, resident customers and the community.
2. Knowledge of HAZMAT regulations required for chemicals used during job performance.
3. Ability to express and transmit ideas and knowledge clearly and concisely in writing, as wells as verbally with supervisor, employees, residents, and visitors.
4. Ability to organize own time and effort to meet assignments.
5. Mechanical understanding of and ability to use the following machines, tools, and other special equipment: hand and small power tools, ladder, vacuum, floor buffer, cleaning, and polishing chemicals.
6. Ability to exercise sound judgment and to act decisively under pressure.
7. Ability and motivation to work in a professional manner with a variety of individuals and groups in the residential environment, community, and within the BHA.
8. Ability to communicate in English, both orally and in writing; strong interpersonal skills and coaching skills.

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Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Supervision

The employee receives supervision and assignments from the Maintenance Supervisor. Routine duties are initiated and completed by the employee without supervisory direction and within established BHA policies, trade and industry standards, and health, safety, and city and state codes and ordinances. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

Minimum Education and/or Experience

1. High school diploma or GED and one (1) or more years of related custodial experience, preferably relating to Office cleaning and office building maintenance.

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2. Any equivalent combination of education, training, and experience which, in the sole determination of the Housing Authority, provides the required knowledge and abilities may be considered sufficient.

Language Skills

Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Special Requirements

1. Must possess a valid driver's license, have reliable transportation and insurable under BHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.
3. Must have the ability to learn other programs as required by assigned tasks.
4. Must be able to utilize iPad and tablets to utilize the Company's work order software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to and throughout various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must routinely transport up to 100 pounds.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]