

BURNETT COUNTY HOUSING AUTHORITY

P.O. BOX 41, 7350 Main St. East
WEBSTER, WI 54893
715-866-8231

Job Description for Custodian Janitor/Maintenance July 2004 Amended July 2020

Responsibilities:

Maintenance Custodian needs to be organized, dependable, confident, motivated, have good communication skills, leadership qualities, as well as a team player, will perform duties under the direction of the Executive Director. Maintenance Custodian is responsible for Burnett County Housing Authority (BCHA) general appearance with a high standard of efficiency, cleanliness, orderliness and thoroughness. He/she must maintain a good working relationship with all co-workers, tenants, contractors and vendors, be non discriminate and needs to abide with HIPPA law regulations. He/she will need to keep inventory and replace supplies/items needed to complete maintenance and janitorial duties.

Typical Duties:

Maintenance Custodian duties consists of: general and thorough cleaning of Webster and Siren apartment complexes; halls, bathrooms, storage spaces, common room and laundry areas, trash collecting. He/she may be required to do small maintenance of areas and willing to implement improvements. Maintenance Custodian will need to be able to complete Unit turnovers thoroughly, timely and with cost effectiveness. Unit turnovers duties generally consist of but not limited to: trash collecting, deep cleaning of floors, closets, counters, cupboards, bathroom fixtures, appliances, carpet shampooing, replace light bulbs, batteries, clean window coverings, windows and screens, complete or touch up painting. Maintenance Custodian will need to participate in salting/snow removal from walkways. Assess and notify Executive Director of advanced repairs that may need to be applied to BCHA properties.

Requirements:

BCHA requires a valid driver license, be able to write and execute work orders, ability to reach and lift without physical strain, competent use of ladder, work for extended periods on feet, operate small machinery, participate in On-Call schedule, and other duties as assigned. Background experience or education is helpful but not required.



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