

## LABORER/CUSTODIAN

**Reports To: Maintenance Technician Crew Leader**  
**Office/Department/Division: Asset Management/Assigned AMP**  
**FLSA Status: Non-Exempt**  
**Salary: \$30,000.00+**

### Summary

Responsible for performing semi-skilled janitorial and grounds services for the Alexandria Redevelopment and Housing Authority, including office building, common areas, and turnover/make-ready cleaning functions for vacant units as assigned. The duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Duties and Responsibilities

Cleans office building, bathrooms, hallways, community rooms, laundry facilities and community room kitchens, and vacant units in accordance with Authority standards by performing the following duties:

- Sweeps, scrubs, waxes, and polishes floors using brooms, wet mops, scrapers, and/or heavy powered scrubbers and buffers.
- Cleans rugs and carpeted floors using light-weight and or heavy powered vacuum cleaner, hand sweeper, or shampooer as appropriate.
- Washes and cleans windows, walls, ceiling, and fixtures, using ladders as needed.
- Maintains assigned restrooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, faucet knobs, and scrubs and cleans enameled and ceramic walls and toilet partitions in restrooms. Keeps toilet paper, towels, and soap dispensers supplied. Mops and sanitizes floors of each assigned restroom.
- Disconnects and cleans appliances.
- Empties waste baskets and/or trash containers, and smoking receptacles in and around office, common areas, and vacant units and disposes of trash and refuse in an appropriate manner.
- Dusts, cleans, and/or polishes furniture, desks, and light fixtures.
- May spray/treat for insect and rodent control.

Performs a variety of grounds maintenance duties as follows:

- Keeps walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.
- Maintains grounds, including parking areas, by routinely picking up litter, raking leaves, and removing trash and debris.
- Operates and maintains watering systems and waters grass and plants in landscaped areas.
- Cultivates and/or mulches, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, and fertilizing where appropriate. Trims and/or removes trees or bushes that are safety hazards.

Performs preventive maintenance as assigned such as checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill cocks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.

Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, fire extinguishers to the supervisor.

Assists in graffiti removal and/or repainting. May assist with painting of fire lanes, parking dividers, etc.

Reports supply needs to the supervisor.

Assists in transporting, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.

Assists management/leasing staff with curb appeal functions which may include detailing model units, putting out balloons, banners, a-boards, etc.

Maintains Authority-owned materials in a neat and orderly manner at all times. Maintains a neat and organized work area free of clutter and debris. Upon completion of cleaning tasks, all equipment and supplies shall be cleaned and/or stored appropriately.

Subject to on call rotation and after hours maintenance emergencies in accordance with Authority policies and procedures.

Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.

Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

### **Qualifications and Knowledge**

High School graduate or GED desirable. One (1) year experience in the groundskeeping, maintenance, and/or janitorial field or an equivalent combination of education and experience. Preferably in multi-housing.

Good knowledge of techniques, methods, materials, and equipment used in custodial activities and grounds keeping.

Ability to understand and follow simple instructions.

Skilled in use of various building and grounds maintenance tools and equipment as appropriate (lawn mower, edger, buffer, vacuum cleaner, etc.).

Ability to perform moderately strenuous physical activity.

Ability to establish and maintain effective working relationships with other employees and residents.

Ability to follow oral instructions.

Ability to be covered under the Housing Authority's fidelity bond.

Valid driver's license and good driving record.

### **Supervision Received and Given**

The employee receives instructions from the Facilities Coordinator as assigned. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines, priorities, necessary guidelines, and scope of work are generally set by the supervisor and the employee's progress is monitored regularly for adherence to instructions, compliance with established procedures, quality, and completeness.

The employee has no supervisory responsibilities.

### **Guidelines**

All guidelines are usually provided orally and are supplemented by established procedures. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

### **Complexity**

The employee performs tasks that are routine in nature and require little personal judgment or decision making. Instructions to the employee are detailed and specific. The course of action open to the employee is clear cut and specific.

### **Scope and Effect**

The employee's work primarily affects the Authority's grounds and non-dwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the Authority's developments and the surrounding community.

### **Personal Contacts**

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.

### **Physical Demands**

Normal physical activity can be tedious, strenuous, and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate work-related tools.

Must be able to lift up to fifty (50) pounds without assistance.

Must be able to move/set up office furnishing and equipment (e.g., folding tables and chairs, easels, trashcans, sand-filled cigarette disposal units, file storage boxes).

Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.

Work requires spatial perception, and finger and manual dexterity.

Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Authority and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.

Must have vision and hearing corrected to be able to perform essential job functions.

Must maintain punctuality and attendance as scheduled.

### **Work Environment**

The employee works indoors and outdoors and is frequently exposed to weather extremes. The employee may occasionally be subjected to fumes, airborne particles, toxic or caustic chemicals (e.g., cleaning solutions, solvents, insecticides), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment. The noise level in the work environment is usually moderate.

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