

# **AURORA HOUSING AUTHORITY**

**Job Title:** Custodian

**FLSA Status:** Non-Exempt

**Reports to:** Director - Maintenance

**Supervises:**

**Department:**

**Position Summary:** The Custodian assists other maintenance staff in maintenance and repair of the interior/exterior of all AHA buildings, facilities and grounds.

## **Essential Functions:**

- Cleans, disinfects and keeps orderly condition of offices, bathrooms, common areas, maintenance areas, and interior and exterior windows
- Maintain and clean exterior grounds including fences, playground equipment, sidewalks, parking lots and driveways keeping areas clear of debris and litter
- Safely and efficiently operate equipment including but not limited to mowers, blowers, hedgers, snow blowers, vacuums, buffers/scrubbers and various other hand and power tools
- Locks and unlocks doors as appropriate, turns lights on and off as needed and arms or disarms alarm systems
- Sets up building and rooms for meetings and special events
- Cleans units as tenants move out and made ready for showing
- Monitors inventory and makes requests for custodial supplies as needed
- Analyze situations and identify problems and offer solutions
- Ability to read and understand directions and carry out duties with minimal supervision
- Perform other duties as assigned

## **Success factors/job competencies:**

- Working knowledge of materials, tools, techniques and terminology used in the maintenance of buildings
- Excellent interpersonal and communication skills
- Planning – ability to think ahead and plan over a one-to two-year time span
- Time Management – multitask and organize multiple priorities
- Commitment to company values

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those which 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.

- Physical demands: While performing duties of job, employee is required to stand; walk; sit; bend; carry; climb; kneel; use hands to finger, handle or feel objects, reach, hold and/or grip objects tools or controls; reach with hands and arms; talk and hear. Employee must routinely lift and/or move up to 40 pounds and up to 60 pounds on occasion. Must be able to safely and efficiently operate mowers and snow plows (walk behind and/or ride on), in addition must operate lawn trimmers, blowers, sprayers and spreaders. As weather dictates employee must be able to shovel snow in addition to using snow removal equipment. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Work environment: Both indoor and prolonged outdoor working environment with exposure to extreme weather conditions found in the Aurora, IL area including dust and pollen. May be exposed to extreme noise, cramped spaces, poor lighting and ventilation.

## **Qualifications Required:**

- High School Diploma or GED equivalent
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check and pass drug test

## **Performance standards:**

- Annual performance appraisal
- Attainment of annual goals established between supervisor and employee