



## Housing Authority of the City of Longmont

**Announcement: 20220280**  
**Position Closes: Open until filled**

**Position Title: Building Attendant**  
**Full-Time, Benefitted Position, Non-exempt**

**Hiring Range:** \$19.44 – 21.60 p/hour

**Work schedule:** Monday – Friday, 8:30 pm – 5:30 am  
Weekends may be required

**Benefits include:** Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan through Public Employees' Retirement Association (PERA), Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, Parental Leave, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance. Other benefits: Optional, employee elected, voluntary benefits are available.

**Job Summary:** This position ensures the safety and security of the permanent supportive housing community operated by the Housing Authority of the City of Longmont (LHA) during evening, night-time and weekend hours. Maintains a visible presence in all areas of the building and areas adjacent to the building. Ensures compliance with facility rules and regulations. Provides information and assistance to residents as appropriate. Performs light maintenance and custodial tasks as needed.

### **Essential Responsibilities:**

1. Maintains an alert and visible presence by regularly patrolling all areas of buildings, grounds, parking lots and access ways. Responds to situations requiring immediate attention, notes other emergent issues for Community Manager follow-up.
2. Reports any suspicious persons or activities immediately to the Community Manager and law enforcement, as necessary.
3. Responds to security or emergency situations directly, contacting appropriate staff, law enforcement, or emergency personnel when necessary.
4. Report any building irregularities, fire hazards, water leaks, HVAC issues, electrical issues and/or other malfunctioning systems and equipment immediately to the Community Manager.
5. Engages residents and visitors to ensure a welcoming atmosphere for all.
6. Monitors violations of building lease and building rules. Explains rules and procedures to residents and visitors to solicit cooperation and compliance and balance security authority with keeping our residential communities friendly and welcoming. Completes written incident reports, as required, for Community Manager review and action.
7. As feasible, answers questions and provides information to connect residents and visitors to resources. Refers complex questions to Community Manager for response the following business day.
8. Responds to resident calls for assistance.
9. Routinely checks video security camera system.
10. Prepares written reports at the end of each shift and file them for Community Manager review and any follow-up action.
11. Perform light custodial and maintenance tasks as assigned by Community Manager.
12. Performs other duties as assigned.

Longmont Housing Authority and Longmont Housing Development Corporation

350 Kimbark Street, Longmont, CO 80501 • PH: 303-651-8581 • FAX: 303-682-2899 • TTY: 711 • [www.longmontha.com](http://www.longmontha.com)





#### **Desired Experience, Knowledge and Qualities:**

- Ability to work independently with minimal supervision. Ability to be self-directed and proactive in completing tasks.
- Ability to interpret rules and regulations.
- Possess strong conflict resolution skills.
- Ability to work with people with challenging behaviors.
- Ability to work with upset, angry residents or visitors.
- Possess strong problem-solving skills.
- Possess strong written and verbal communication skills.
- Possess strong customer service and teamwork skills.

#### **Required Qualifications:**

At least one year of responsible experience in residential property patrol is highly desired. A combination of education and experience will be considered. Requires a valid Colorado driver's license and qualifying driver's license history.

Selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

#### **Working Environment:**

Work includes conducting regular foot patrols of assigned areas to maintain general security of the property, residents, staff, and visitors. Job requires vision, hearing, and speaking ability to communicate effectively with the public and co-workers. Job requires use of fingers and both hands to write, do data entry, and answer phones. Must be able to work in an unpredictable environment that is characterized by long quiet periods with episodes of crisis response. Requires the ability to sit, stand and walk for long periods of time, some of which may be outdoors. Must be able to reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl and occasionally move or lift objects up to 50 lbs.

**DEADLINE: An ONLINE APPLICATION is required. This job is Open Until Filled.** The online application process is available for this position on our website at [www.longmontcolorado.gov/jobs](http://www.longmontcolorado.gov/jobs) Resumes are not accepted in lieu of the City Application. For more information, call (303) 651-8609.

**Longmont Housing Authority is an equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or characteristic protected by law.**

