



## Housing Authority of the City of Longmont

**Announcement: 11/12/21**

**Position Open Until Filled**

**Position Title: Custodian**

**Full-Time, Benefitted Position, Non-exempt**

**Hiring Range:** \$17.22 - \$19.13 p/hour

**Schedule:** Monday – Friday, 8:00am – 5:00pm; occasional evening and weekend work 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, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance. Other benefits: Optional, employee elected, voluntary benefits are available.

**Job Summary:** This position is responsible for the timely and complete care, set-up, custodial maintenance and custodial cleaning of assigned common and office areas of residential buildings and facilities.

### **Essential Responsibilities**

- Complete hard floor care duties including but not limited to sweep, vacuum, mop, auto-scrub, wax, strip, burnish, and polish floors.
- Complete carpeted floor care duties including but not limited to vacuum, spot care, shampoo, and extract carpets.
- Dust, polish and clean furniture, woodwork, fixtures, and equipment.
- Wash windows and walls.
- Clean desks and countertops.
- Collect, empty and clean composting, recycling, and waste receptacles.
- Clean restrooms, fitness areas, equipment, meeting and program areas, lunchrooms, break areas, etc. and maintain supplies in those areas.
- Respond to specialized facilities maintenance needs that occur as a result of accidents or special circumstances.
- Set up rooms for meetings, activities, or events.
- Use a computer to enter timecard information, manage and update spreadsheets to document various cleaning and maintenance duties such as hard floor care, carpet cleaning, light maintenance on equipment, and to order and receive supplies, etc.
- Participate in monthly building inspections with Community Managers and participate in monthly safety meetings.
- Pick up papers and other debris inside building.
- Maintain custodial supplies and equipment.
- Change light bulbs inside and outside of buildings.
- Report building, equipment, and customer concerns to supervisor.
- Assess, respond to, and treat various pest issues in common areas and staff only spaces.
- Assist with contractor access for site inspections and equipment repairs and escort contractors in buildings as required.
- Maintain cordial and professional public relations with residents.
- Maintain positive working relationships and open communication with staff.

### **Additional Duties**

- Perform outdoor tasks such as removing snow, ice, trash, and other debris from sidewalks and immediately surrounding grounds.
- Perform other duties as assigned.

## **Knowledge, Skills and Abilities**

Education and Experience: Education and experience sufficient to assure the ability to read and write at the level required for successful job performance and at least six months experience performing similar custodial duties.

Bilingual Requirements: None

Knowledge of:

- Methods, materials, use and maintenance of tools and equipment used in custodial work.
- Safe work practices.
- Custodial products and practices.
- Pest management.

Ability to:

- Safely and correctly use a variety of custodial and non-custodial equipment and supplies.
- Maintain confidentiality of information observed in the course of performing job duties.
- Understand and carry out oral and written directions. Ability to read, understand, and comply with written instructions for the use of equipment and supplies.
- Adhere to schedules for the periodic cleaning of assigned facilities.
- Establish and maintain cooperative working relationships with others.
- Accomplish assigned tasks independently in the absence of supervision.
- Manage time, multi-task, and use critical thinking skills to complete assignments.

Additional requirements:

- Possession of a valid Colorado Driver's License

Equipment Used:

Cleaning equipment including, but not limited to, low speed buffer, burnisher, auto scrubber, upholstery cleaners, vacuum, carpet extractor, wet/dry vacuum, and other power equipment used in commercial cleaning operations. Additional equipment includes broom, dust mop, wet mop, hand duster, dust cloth, mop bucket wringer, floor brush, squeegee, and scraper. General maintenance tools such as screwdriver, pliers, hammer, wrench, ladders, and portable scaffolding.

Working Conditions and Physical Requirements:

Work includes exposure to excessive intermittent noise, dust, silica, possible intermittent exposure to asbestos, fumes, smoke or gases, solvents, cleaning solutions, grease and oils, radiant energy, electrical energy, and slippery or uneven walking surfaces.

The candidate for this position must be able to meet the physical requirements necessary to do the job. The following is a list of types of physical activities and the body parts affected by the activities for the job. This is a medium labor position.

**DEFINITIONS:**

Occasional = activity or condition exists up to 1/3 of the time.

Frequent = activity or condition exists from 1/3 to 2/3 of the time.

Constant = activity or condition exists 2/3 or more of the time.

**DYNAMIC STRENGTH**

Frequent floor to knuckle lift, tables - 55 lbs.

Occasional floor to waist lift and carry - 40 lbs.

Occasional two handed carry ladders.

Occasional pushing audio/visual cart

Occasional pulling of stacked tables – 35 lbs. of force.

Occasional push/pull of piano  
Occasional pushing/pulling stacks of chairs

#### SUSTAINED POSITIONS

Frequent standing while washing windows and buffing floors.  
Frequent bending at waist while vacuuming, mopping and washing toilets.  
Occasional working with arms overhead while washing windows, changing lights, washing vents and high dusting.  
Occasional squatting and kneeling while washing baseboards, toilets, walls and windows.  
Occasional reclining reach while working under a desk doing light maintenance.

#### MOBILITY

Constant walking while moving furniture, vacuuming and mopping, etc. - up to 5 miles per day.  
Occasional climbing 6 foot and 12 foot ladders; reaching overhead to change bulbs/clean.  
Frequent climbing stairs.

#### UPPER EXTREMITY

Occasional twisting while vacuuming, mopping, cleaning toilets.  
Occasional shoveling snow.

#### FINE MOTOR

Occasional repetitive hand movements while using spray bottles, tool use (pliers, screwdrivers, and hammers).

#### BALANCE

Be able to balance on one foot occasionally for overhead work.  
Be able to reach overhead while standing on ladder.

#### SET UP TASKS

Lift and stack chairs from chair dolly.  
Lift and stack tables.

Submit resume to Longmont Housing Authority at [lisa.gallinar@longmontcolorado.gov](mailto:lisa.gallinar@longmontcolorado.gov) or mail/deliver to Longmont Housing Authority, 350 Kimbark Street, Longmont, CO 80501.

**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.**

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