

# HOUSING AUTHORITY OF COLUMBUS, GEORGIA

## Position Description

**Classification:** Custodian

**Supervisor:** Director, Housing Enterprises and Housing Manager

**Effective Date:** April 2017

### Position Summary

With supervision provided by Director, Housing Enterprises or Housing Manager, this position performs general maintenance and repair work in the maintenance and upkeep of the assigned property. Work is carried out as a member of a team performing basic maintenance activities, although duties would involve responsibility for working independently on specific projects.

### Major Duties and Responsibilities

1. Assists other personnel in the completion of maintenance tasks at the assigned properties.
2. Removes furniture and other household items from vacant units and follows Authority policy concerning disposal.
3. Cleans unit after all repairs have been completed readying it for move-in.
4. Performs other related duties as required.

### Required Knowledge and Abilities

1. Knowledge of building and grounds maintenance practices and procedures.
2. Ability to establish and maintain effective working relationships with coworkers, residents, contractors, and the general public.
3. Ability to follow written and oral instructions.
4. Ability to communicate both orally and in writing.

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Custodian

### **Physical Requirements**

1. Ability to stoop and kneel in order to gain access to work areas.
2. Ability to work while standing for extended periods of time.
3. Ability to move or carry objects in excess of 40 pounds with the assistance of a hand truck or additional persons.

### **Minimum Education, Training and/or Experience**

1. High School Diploma or GED Equivalent
2. Ability to read and write.
3. A minimum of three years experience in custodial care and maintenance of buildings.

### **Special Requirements**

1. Possession of a valid State Class I motor vehicle operator's license.
2. Must be bondable.
3. Must successfully pass a drug and alcohol screening.