



Job Description

Job Title: Custodian
Job Status: Temporary Part Time, Non-Exempt
Reports To: Maintenance Manager

POSITION SUMMARY:

Under the direction of the Construction (CM) and Maintenance Managers (MM), the Assistant Manager will support both managers in planning, budgeting, scheduling, contracting, materials, manpower, and completion of new construction, rehabilitation, and maintenance projects of the housing authority and will supervise and guide office and field staff.

RESPONSIBILITIES & EXPECTATIONS:

1. Sanitize high-touch areas including all interior and exterior door handles, light switches, handrails, countertops, refrigerator grips, faucet handles, breakroom areas, window handles, toilet handles and seats, stall doors, and all common areas. Common equipment such as time clocks, photocopiers, and printers will need to be sanitized in accordance with manufacturer recommendations.
2. From time to time, the custodian may be required to thoroughly clean facilities.
3. Keep facilities in compliance with state and local standards and inspection requirements.
4. Inspect facilities daily for operation and report any problems, needed equipment, maintenance issues or needed supplies to the immediate supervisor.
5. Maintain a safe and secure environment.
6. Other duties as assigned by the Supervisor.

QUALIFICATIONS:

1. Able to stand and walk less than half the workday in a construction environment with required proper precautions.
2. Must be physically able to bend, stoop, reach, climb, use hands, and be willing to work in hazardous and cramped areas at times with proper precautions.
3. Must be dependable, self-motivated, self-directed, and able to work with minimal supervision.
4. Must have organizational skills to maintain daily workflow meet deadlines.
5. Must have strong oral communication skills and the ability to interface with the public, clients, team members, and management.
6. Valid Alaska Drivers' license with a clean driving record.
7. Knowledge of the Bering Straits Region and its people is preferred.
8. Willing to travel and must be willing to pass a drug test.

PHYSICAL REQUIREMENTS:

This position is not sedentary in nature. **The employee** will be required to stand, bend, walk, climb stairs, kneel, lift and drive to perform the essential functions of this job successfully. Must be able to lift a minimum of 50 pounds and show proof of vaccination against COVID-19, including the booster.

WORKING CONDITIONS:

This position functions in a field environment within different units around the community. This job description is designed to indicate the general nature and level of work performed by an employee within this job category. It is designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for an employee assigned to this job. BSRHA reserves the right to revise this Job Description at any time and as often as necessary.

BSRHA is an Equal Opportunity Employer. Preference in selecting qualified candidates will be provided to Alaska Native/American Indians per applicable law.