

HOUSING AUTHORITY CITY OF KENNEWICK (KHA)

**JOB DESCRIPTION**

**TITLE:** Groundskeeper/Janitor (Entry Level- Temporary)

**REPORTS TO:** Maintenance/CFP Director- Maintenance Lead Repairer

**POSITION SUMMARY:** Performs general grounds/landscaping and janitorial duties on a daily basis for Housing Authority's public and common areas, buildings, facilities, residential units for leasing and off-site residential housing developments. The position requires compliance with KHA's Safety & Health Program, OSHA, WISHA, HUD, Local, State, and Federal procedures, policies and regulations. Kennewick Housing Authority is an Equal Opportunity Employer M/F/H/V.

**PRIMARY DUTIES AND JOB FUNCTIONS:**

The following description represents the minimal requirements of the primary job duties and functions of the position. Other duties and functions relating to grounds-keeping/janitorial activities will be required. Minimal responsibilities include:

**Routine and Seasonal Groundskeeping-Landscaping Duties/Tasks:**

- Maintaining grounds on a daily basis under sometimes extreme conditions (heat, dirt, wind, cold, etc.)
- Lifting heavy objects, including sand and concrete, bags of weed killer, ice-melt (seasonal), tools and equipment, grass catchers (mowers), buffer, and other grounds-keeping/janitorial related items
- Prune plants, trees, and shrubs, remove debris from grounds, parking lots and other surfaces, trash areas, and buildings
- Spraying unrestricted weed killers and pesticides
- Operating large vehicles and mowers (48 inch and 52 inch, zero turn commercial), including agency trucks and gator
- Digging and occasional water and sewer line repair (irrigation and sprinkler systems)
- Watering grounds on a daily basis

**Routine Janitorial Duties/Tasks - "Administration, Maintenance & Other Building/Facilities":**

- Vacuuming, sweeping, mopping, stripping, waxing and buffing floors with use of vacuum, carpet cleaning equipment and heavy floor buffer equipment, washing windows (interior/exterior, sills, blinds, screens), emptying trash receptacles, clean furniture, appliances, light fixtures, furnace filters, restrooms (toilets, sinks, mirrors, floors), kitchens, etc. (daily)

**Janitorial Duties/Tasks – "Residential Units" For Leasing:**

- Clean appliances (i.e., stoves/ranges, refrigerators) with the ability of moving appliances as required, hood fans, shower stalls, toilets, cabinets, counter tops, sinks,

windows (interior/exterior, sills, blinds, screens), light fixtures, furnace filters, outlet cover plates & switches, tile flooring (strip, mop, wax, buff flooring by use of heavy floor scrapers, floor buffer, scrub brushes), clean carpets by use of heavy carpet cleaning equipment

- Assist in preparation of units for painting (placing/removing tarps, masking/unmasking finished surfaces, etc.)
- Remove and dispose debris and trash from vacant units

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The position requires a general knowledge of safely and properly operating and maintaining equipment, tools, and procedures relating to grounds care and janitorial maintenance. A basic knowledge of pesticides, insecticides, herbicides, and other common chemicals related to grounds maintenance and janitorial duties is also required. Applicants must be able to lift a minimum of fifty (50) pounds.

**MINIMUM QUALIFICATIONS:**

- One (1) year experience in grounds maintenance/janitorial related field and possess a High School Diploma or GED
- Possess valid Washington State Driver's license and evidence of a good driving record
- Ability to successfully pass a pre-employment drug screening test and pre-employment criminal background check
- Be able to lift a minimum of fifty (50) pounds
- Be able to operate riding mowers and push mowers and operate common lawn care and janitorial equipment (trimmer, edger, buffer, etc.)

**COMPENSATION:**

This position is an entry level, part time, temporary position consisting of a seven (7) hour workday four (4) days per week from 9:00 AM to 4:30 PM for a total of twenty eight (28) hours per week.

The pay rate for this position is \$16.04 per hour with an additional \$3.71 in fringe benefits.

**Applications will be accepted through May 6<sup>th</sup>, 2013, 6:00 PM.** Applications may be obtained via KHA's website [www.kennewickha.org](http://www.kennewickha.org) or in person at the following address:

Housing Authority City of Kennewick (KHA)  
Administrative Office (blue building)  
1915 W. 4<sup>th</sup> Place  
Kennewick, WA 99336  
phone: (509) 586-8576