

HOUSING AUTHORITY OF THE COUNTY OF KERN
601 - 24th Street
Bakersfield, CA 93301

NOTICE OF POSITION VACANCY
OPEN AND PROMOTIONAL

TITLE: Custodial Technician

LOCATION: Kern County, CA (Northern Area)

SALARY: \$1,633.02 Biweekly + Benefits

TO APPLY: Return a completed application in person to the Housing Authority Central Office located at 601 24th Street, Bakersfield, or apply online at www.kernha.org. Attach a resume and copies of pertinent trainings or certifications, if any.

SUMMARY

Under supervision, performs routine cleaning duties at office buildings and/or affordable housing sites, maintaining them in clean, functional and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Sweeps, mops, scrubs and vacuums hallways, stairs and office spaces and apartments including bathrooms and kitchens. Washes windows, and cleans stainless surfaces. Empties trash and garbage containers. May change bedding and launder bedding and towels. Maintains buildings; may perform minor and routine painting, plumbing, electrical wiring and other related maintenance activities. May replace air conditioner filters.

May assist in the cleaning of vacant units.

Responsible for the care, maintenance and inventory of all Agency-owned supplies and equipment used to complete tasks.

May occasionally perform semi-skilled duties in the alternation, repair and maintenance of Housing Authority buildings.

Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment. Cleans debris from sidewalk and grounds.

Incumbents filling these positions may work at varying locations with varying duties.

Works cooperatively with fellow employees, tenants and the general public.

Option I: Live Off-Site

Workers filling this position will work in a property owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

Option II - Live On-Site

Performs janitorial duties and/or housekeeping services for tenant units/common areas/offices/breakrooms/restrooms/ grounds. Receives on-site apartment as part of compensation. Utilities paid.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Six months experience in general janitorial/maintenance duties qualifying applicant to perform the above duties.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, coworkers and supervisors.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Driver's License and be insurable by the Housing Authority's auto insurance carrier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with co-workers and the public. The employee frequently is required to use various hand tools. The employee is frequently required to move from one work site to another with or without a motorized vehicle. The employee may occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception as needed to operate a motor vehicle and perform maintenance tasks as listed in the essential duties. May require early morning and/or late-night working hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

SALARY PLAN

Each class or position at the Housing Authority has a salary range with seven 5% annual increases based on performance. Newly hired employees start at the first step of the corresponding salary range.

OTHER QUALIFICATIONS

1. Valid California Driver's License. Employee selected must be insurable by the agency insurance carrier. The Housing Authority will review driving records of candidates selected post offer.
2. Ability to communicate effectively orally in English is a requirement and may be subject to testing.
3. Applications will be screened for qualification fulfillment prior to interviewing. Please complete your application forms accurately, thoroughly and neatly. During the screening process, no assumptions will be made as to the quality, quantity or suitability of an applicant's previous experience. References will be verified post-interview.
4. ADA/Testing Accommodations: If you have a disability that requires accommodation for the examination process, you are required to notify the Personnel Director by the filing deadline.

APPLICATION

Candidates must be specific and complete in describing their qualifications for this position. Please attach resume, copies of typing certificate (if applicable) and any other certifications to your application. Based upon information presented on applications, **a limited number of candidates with qualifications most applicable to this position will be scheduled for an interview appointment.** Failure to state all pertinent qualifications may lead to elimination from competition.

In the event that we determine there are an insufficient number of qualified candidates in the applicant pool, the Housing Authority reserves the right to defer interviews to another time.

The Housing Authority of the County of Kern does not discriminate on the basis of handicap in admission or access to or treatment or employment in its federally assisted program activities.

Applications will be accepted online via the Housing Authority's official website at:

601 – 24th Street, Bakersfield, CA 93301

Or online at:

www.kernha.org

Opened Until Filled

THE HOUSING AUTHORITY OF THE COUNTY OF KERN
IS AN EQUAL OPPORTUNITY EMPLOYER