



JOB TITLE: Environmental Services Technician

REPORTS TO: Area Manager

STATUS: Non-Exempt

The role of a Jefferson County Housing Authority's Environmental Services Technician is to maintain a clean, safe and comfortable living condition for residents in on our communities. The qualified candidate is an energetic self-starter who enjoys working in a team environment with staff and clientele to maximize the residential experience.

Duties/Responsibilities: (Other duties may be assigned)

- Follow property work schedules that indicate custodial and grounds responsibilities to be met on a daily or weekly basis.
- Sweep, mop, and vacuum floors, office(s), halls, and bathrooms in order to keep communities and offices clean and in sanitary condition.
- Clean stairs, hallways, bathroom toilets, sinks and wall tiles.
- Cleans grounds, removes litter, and empties trash receptacles in the community.
- Assists with snow removal and ensuring slip conditions are prevented.
- Clean and replace light bulbs if needed.
- Light maintenance work may be required at times. Work to include assisting with work orders and make ready homes; i.e. assists with trashing units, painting, and cleaning.
- Keep an inventory of supplies needed.
- Inform manager of supplies needed, repairs, and replacements.
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents. Acts in a professional manner at all times when working with both internal and external customers.

Required work hours

The standard work week is Mon – Friday from 8:00 am to 4:30 pm.

Required Education, Training and/or experience

- High School Diploma or equivalent

Required equipment

Employee must maintain reliable transportation daily, valid driver's license, and valid vehicle insurance.

Typical Physical Demands

Regularly required to sit, stand, and walk during work hours. Be able to manage going up and down stairs several times each day, and to lift no more than 45 pounds with ease.

Typical Mental Demands

Must be able to read and write the English language in a professional, legible manner in order to complete job assignments.

Must possess and be able to use and apply common sense understanding and use good judgment daily.

Must be able to work well with others.

Must be able to handle stressful, urgent, diverse situations in a calm and reasonable manner.

Must possess excellent interpersonal skills, emotional stability, and personal maturity.

Other aspects

All employees are expected to do whatever is necessary to make Jefferson County Housing Authority Properties successful.

Jefferson County Housing Authority employees must follow requirements for training/development plans.

Receipt or possession of this job description does not constitute a contract of employment. Must be able to work well with others.

Must be able to handle stressful, urgent, diverse situations in a calm and reasonable manner.

Must possess excellent interpersonal skills, emotional stability, and personal maturity.

Other aspects

All employees are expected to do whatever is necessary to make Jefferson County Housing Authority Properties successful.

Jefferson County Housing Authority employees must follow requirements for training/development plans.

Receipt or possession of this job description does not constitute a contract of employment.