

# **GOLDEN EMPIRE AFFORDABLE HOUSING, INC.**

## **JOB DESCRIPTION:**

### **PART-TIME UTILITY WORKER**

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LOCATION: PINWOOD GLEN COMMUNITY

2221 S. Real Rd. Bakersfield, CA 93309

Department: Housing Management

Reports to: Area Supervisor

FLSA Status: Non-Exempt

Starting Rate: \$16.00

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#### **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 alteration, repair and maintenance of Golden Empire Affordable Housing, Inc., 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.

#### **Option I: Live Off-Site**

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

Option II - Utility Worker/Development - 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.

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

#### **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 Drivers' License and be insurable by Golden Empire Affordable Housing, Inc., 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.

*Posting open until filled*