

The Schenectady Municipal Housing Authority

Buildings and Grounds Worker

The Schenectady Municipal Housing Authority (SMHA) is seeking to fill the full-time position of **Buildings and Grounds Worker**. Employees in this position work independently to perform a variety of unskilled and semi-skilled tasks related to cleaning, minor repairs and grounds keeping responsibilities.

Job Duties:

- Removes remaining trash, recyclables and bulk items left in apartments.
- Thoroughly cleans vacant apartments, to include cleaning appliances, windows, bathroom and kitchen fixtures; washing windows, sills and walls; stripping and waxing floors, cleaning and shampooing carpets and cleaning any other areas to make apartments ready for rental.
- Maintains neat appearance of general grounds and areas around apartments.
- Performs minor electrical, plumbing and carpentry repairs, and other more complex repairs when needed and directed.
- Operates snow and lawn equipment to maintain site safety and neatness.
- Uses vacuums, strippers, waxers, snow plows, blowers and shovels, mowing equipment, weed cutters and cleaning chemicals in order to perform assigned building and grounds keeping tasks.
- Accomplishes work in an efficient manner and meets all deadlines.
- Assists with grounds keeping and trash and bulk items removal, when necessary and as directed.
- Adheres to the SMHA Safety Policies.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of related experience; OR
- (C) Successful completion of a job training or job readiness program.

Special Requirements: Must possess a valid NYS Driver's license at the time of appointment and must maintain such license throughout the tenure of appointment.

Starting Salary: \$51,341.04.

Normal Work Schedule: Full-Time, 40 hours per week, Monday through Friday, 7:30 a.m. to 4:00 p.m.

Pre-employment Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a preemployment drug test.

Submission Requirements: Applicants must submit a job application. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Human Resources Coordinator
Schenectady Municipal Housing Authority
375 Broadway
Schenectady, NY 12305
jobs@smha1.org

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer