

HOUSING AUTHORITY of the COUNTY OF MONTEREY

RESIDENT CARETAKER

Class specifications are intended to present a description list of a range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION: The position will provide on-site janitorial/custodial services and emergency response. Will be required to reside on assigned site and be available for 24-hour call.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision and general direction from the Regional Housing Manager and indirect supervision from Housing Management Manager. Daily direction and assignments are provided by Area Housing Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions: Maintain a log of incidents and resolutions and notify Housing Manager regularly. Monitor and maintain security of sites assigned in the absence of Housing Manager. Monitor the use of community areas, laundry rooms and recreation rooms. Janitorial services for common areas including recreation rooms, laundry rooms, kitchens, and restrooms. Be available for 24-hour call. Assist residents and ensure that safety programs and fire evacuation plans are followed in the event of an emergency. Monitor parking lots at assigned buildings. Post tags on unauthorized vehicles, contact Maintenance Department or tow company as needed and standby for towing. Receive emergency telephone calls from residents and a variety of outside agencies during non-office hours. Report on the need for replacement of light bulbs in all interior and exterior common area lighting. Participate in resident meetings and/or neighborhood activities. Maintain regular and consistent attendance.

Marginal Functions: Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Some familiarity with principles of tenant/landlord law.

Ability to: Communicate clearly and concisely in oral and written English. Act and react sensitively to the needs of tenants. Establish and maintain cooperative relationships with other employees, residents, community groups, governmental agencies, and the general public. Climb stairs, lift 40 lbs., and perform general custodial and janitorial duties. Please note that some sites require bilingual skills (Spanish/English).

Experience and Training Guidelines

Graduation from high school or high school equivalent required. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Licenses: Possession of, or ability to obtain, an appropriate, valid California Driver License.

INSURANCE

Be insurable by the Housing Authority's insurance carrier.

WORKING CONDITIONS

Environmental Conditions: Field environment; travel from site to site; exposure to noise, dust, grease, fumes, gases, electrical energy; work with various hand tools; inclement weather conditions.

Physical Conditions: Essential and marginal functions may require maintaining the physical condition necessary for moderate lifting, walking, bending, stooping, climbing stairs and ladders, operating motorized equipment and vehicles.