

BELLINGHAM WHATCOM COUNTY HOUSING AUTHORITIES

JOB DESCRIPTION

JOB TITLE: Building Services Technician I

**NON-EXEMPT
REPRESENTED**

DEPARTMENT: Maintenance

REPORTS TO: Maintenance Manager

POSITION OVERVIEW:

The Building Services Technician I is responsible for maintaining the cleanliness of the Bellingham Housing Authority's owned and managed facilities contributing to a safe, healthy and functional living environment for residents.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of floor care duties such as mopping, stripping, waxing, buffing, vacuuming, sweeping and shampooing.
2. Maintains trash collection, recycling and pet stations. Places trash/recycling in appropriate containers, safely operates dumpster caddy, cleans trash room, pet stations and compactor components.
3. Maintains BHA facilities including all common areas and offices. Cleans all surfaces, removes trash, cleans windows and replaces light bulbs.
4. Completes minor maintenance and custodial work order tasks as directed in a timely and efficient manner, including reviewing task, acquiring supplies, and performing task.
5. Cleans vacated units.
6. Walks property interiors and exteriors. Picks up and disposes of trash, removes items from trash enclosures and identifies areas of tenant non-compliance and areas in need of attention or repair. Reports findings to maintenance and leasing staff for additional follow-up.
7. Performs routine pest control functions as needed.
8. Assist with garbage and furniture pickup and delivery to refuse locations.
9. Performs regular roof and solar panel cleaning.
10. Programs call boxes and delivers keys/cards.

OTHER JOB FUNCTIONS:

11. Maintains equipment in clean and proper working order.
12. Properly requisitions necessary supplies.
13. On occasion works overnight to wax floors.
14. Performs other related duties as assigned.

WORKING CONDITIONS AND EQUIPMENT USED:

This position primarily works indoors in vacant housing units, "community" areas and administrative areas of housing authority facilities. Some work is performed on the ground's areas adjoining these facilities. Incumbents must be able to effectively utilize cleaning tools such as vacuums, buffers, carpet cleaners, etc. and properly handle cleaning chemicals. Must be able to lift up to 50 lbs on a routine basis and 75 lbs with assistance.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

- Ability to climb on and around surfaces to be cleaned and perform moderately heavy manual labor.
- Knowledge and proper use of cleaning techniques, equipment, and chemicals.
- Ability to read, write, understand the English language, follow and understand oral and written instructions.
- Knowledge of fall protection and safety practices.
- Ability to work with and around a wide range of people.
- Ability to perform minor maintenance work.
- Ability to effectively prioritize tasks.
- Ability to properly follow Safety Data Sheets.
- Ability to recognize and guard against unsanitary conditions and hazards, including removal and disposal of biohazards. Performs assigned work in a safe manner.
- Knowledge of pest control techniques.
- Maintain dependable, punctual attendance.

Education and Experience

- High school diploma or G.E.D.
- One year of uninterrupted work experience and experience using a variety of cleaning tools such as vacuums, buffers, and carpet cleaners.

Licenses or Certificates

- Must possess valid Washington State Motor Vehicle Operator's License and an acceptable driving record (according to BHA standards).
- Must acquire State of Washington Department of Labor and Industries Basic First Aid Card and CPR certification within one year of employment.

OTHER REQUIREMENTS:

Physical

This position requires the incumbent to drive from site to site, lift cleaning equipment, walk, climb, stand, stoop, crawl, and perform somewhat strenuous work over long periods of time.

Mental

The incumbent must work independently in the performance of relatively routine functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.