



July 21, 2010

***Career Opportunity***  
***Position opening: Building & Grounds Specialist***  
***Job #10-25***

*Please note: There are two vacant positions open for applications*

**Applications Accepted  
through:**

August 6<sup>th</sup>, 2010, 4:30 PM

**All applicants must submit  
a MPHA employment  
application.**

**Applications may be  
obtained online at:**  
[www.mphaonline.org](http://www.mphaonline.org)

**Submit a completed  
application form  
(may include a resume) to:**

Minneapolis Public Housing Authority  
Attn: Human Resources (#10-25)  
1001 Washington Ave N  
Minneapolis, MN 55401-1043

**For questions, or to obtain  
an application by mail,  
please call:  
(612) 342-1442.**

**For updated job listings call  
our Jobs Hotline:  
(612) 335-4422**

**Departments:**

Hiawatha & Cedars  
Asset Mgmt Projects

**Location:**

MPHA properties  
in South Minneapolis

**Salary:**

\$14.54/hour  
plus benefits

**Position Summary:**

Performs routine janitorial duties in highrise building common areas, offices, restrooms, maintenance shops, and elevators. Duties include cleaning and dusting furniture, washing windows and walls, shampooing carpets, cleaning upholstered furniture, and sweeping, mopping, stripping, waxing, and buffing floors. Prepares vacant highrise, scattered site, and/or row house dwelling units for rental. Responds to requests for custodial or light maintenance services such as changing light bulbs, electrical outlet/switch covers, and smoke alarms. Runs errands for other AMP staff. Performs on-call, after-hours duty as assigned.

Also performs exterior grounds maintenance duties including lawn and garden care, removing leaves and debris from grounds, shoveling and sanding walkways and exterior stairs, and trimming hedges and shrubs using hand tools.

**Minimum Requirements:**

High School diploma or GED. One year or more relevant work experience preferred. Must possess a valid Minnesota Driver's license and access to reliable private transportation during the workday and when assigned to after-hours, on-call duty. Must be considered insurable by MPHA automobile insurance carrier.

**Testing Requirements:**

Must successfully pass a criminal/driver's history background check.

**Essential Duties Include (but are not limited to):**

1. Prepares vacant units for re-rental.
2. Performs routine janitorial duties.
3. Mows, trims, fertilizes, and irrigates lawns. Removes weeds, rakes leaves, and plants and maintains shrubs and trees. Cleans and flushes gutters and downspouts. Removes large trash items.
4. Performs minor building maintenance duties such as light bulb replacement, electrical switch/outlet cover plate replacement.

**Required Knowledge, Skills, and Abilities:**

1. Ability to read, write, and communicate proficiently in English, and follow directions.
  2. Ability to operate power tools and equipment.
  3. Basic janitorial skills.
  4. Ability to perform physical, manual labor, including the ability to lift up to 50 lbs.
  5. Ability to work with a diverse group of people.
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**About Our Organization:**

The Minneapolis Public Housing Authority (MPHA) is a public agency responsible for administering public housing and Section 8 rent assistance programs for eligible individuals and families in Minneapolis. A nine member Board of Commissioners governs MPHA. The Board Chairperson and four Commissioners (one of whom is a public housing high-rise resident) are appointed by the Mayor of Minneapolis; four Commissioners (one of whom is a public housing family resident) are appointed by the Minneapolis City Council.

**About Our Asset Management Project Departments:**

The MPHA operates over 5,800 low income housing apartments, townhomes, and scattered sites located throughout the city of Minneapolis. MPHA is one of the largest public housing programs in the country and has won many top national awards for design, innovation, and programming. MPHA has been designated a high performer by the Department of Housing and Urban Development for the past 10 years. Asset Operations Management positions offer qualified professionals opportunities to work with a richly diverse population in a challenging and rewarding capacity.

**Our Mission Statement:**

The mission of the Minneapolis Public Housing Authority is to promote and deliver quality, well-managed homes to a diverse low-income population; and as a valued partner, to contribute to the well-being of the individuals, families, and community we serve.

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