



August 25, 2016

Career Opportunity
Position openings: Building & Grounds Specialist
Job #16-16 (Reposted)

There are multiple openings (driving positions)

Applications Accepted through:
Open until filled

Division:
Low Income
Public Housing

Location:
MPHA Properties in North
and South Minneapolis

Salary:
\$16.78/hour
plus benefits

All applicants must submit a MPHA employment application.

Applications may be obtained online at:
www.mphaonline.org

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

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

Minneapolis Public Housing Authority
Attn: Human Resources (**BGS**)
1001 Washington Ave N
Minneapolis, MN 55401-1043

Position Summary:

Perform 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. Prepare vacant highrise, scattered site, and/or row house dwelling units for rental. Respond to requests for custodial or light maintenance services such as changing light bulbs, electrical outlet/switch covers, and smoke alarms. 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:

Qualified applicants must have a High School diploma or GED. One year or more relevant work experience preferred. Must possess a valid driver's license in state of residence and have 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 and pass criminal history/driver's license background check.

Essential Duties Include (but are not limited to):

1. Prepare vacant units for rental.
2. Perform routine janitorial duties.
3. Mow, trim, fertilize, and irrigate lawns. Remove weeds, rake leaves. Plant and maintain shrubs and trees. Clean and flush gutters and downspouts. Remove large trash items.
4. Perform minor building maintenance duties such as light bulb replacement, electrical switch/outlet cover plate replacement.
5. Maintains logs and records, such as vacant units, snow removal, vehicle maintenance, daily time records, etc.

Essential Duties Include (continued):

6. Performs minor building maintenance duties such as light bulb replacement, electrical switch/outlet cover plate replacement. Checks running water problems and the security of housing units.
7. Picks up and delivers janitorial and grounds maintenance equipment and supplies.
8. Attends and participates in staff meetings and training, as required.
9. Performs other related duties as assigned.

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 highrise 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 Low Income Public Housing Division:

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 15+ years. Property Management positions offer qualified professionals the opportunity 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, with partners, contribute to the well-being of the individuals, families, and community we serve.

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Attn: Human Resources (**BGS**)
1001 Washington Avenue North
Minneapolis, MN 55401-1043

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