

HELENA HOUSING AUTHORITY

Lead Custodian / Groundskeeper - Pest Control Technician

June 2023

Classification: NON-EXEMPT

Grade: 16

Reports To: Facilities Manager

Position Overview:

The **Lead Custodian / Groundskeeper/ Pest Control Technician** is responsible for coordinating special projects and providing lead worker oversight and training to custodian/groundskeeper positions; performing Integrated Pest Management duties to eradicate pests in housing units including serving as lead for inspection and treatment of units; maintaining facilities, grounds and landscaped features to ensure orderly, functional, safe and aesthetically pleasing appearances of assigned areas; and performing a variety of cleaning, custodial and maintenance services to ensure buildings, facilities and property are clean, orderly and safe. The position reports to the Facilities Manager.

ESSENTIAL DUTIES AND FUNCTIONS:

A. Staff and Project Lead

Under direction of the Facility Manager, provide lead worker oversight of Custodian/Groundskeepers and coordinate special projects as assigned.

1. Assign work tasks and review work of subordinates under the supervision of the Facilities Manager.
2. Train staff to understand work pace expectations to ensure units are completed in a timely fashion (e.g., routine cleaning completed within three days).
3. Demonstrate proper work methods to new hires and subordinates.
4. Resolve work related problems by recommending process or procedural changes or provide modifications to the workplace or workflow to improve efficiency or effectiveness.
5. Provide feedback to Custodian/Groundskeepers and the Facility Manager on staff performance.
6. Coordinate and execute special projects (hoarding cleanups, grounds projects, and other projects and group efforts) as directed to ensure HHA and customer needs are addressed in a timely and efficient manner.

B. Integrated Pest Management Program

Under the direction of the Facilities Manager, perform Integrated Pest Management duties to eradicate pests in housing units. This includes serving as lead for inspection and treatment of units.

1. Complete and/or maintain State of Montana Pesticide License in Industrial, Structural and School certification. Will complete necessary Continuing Education Units (CEU) to maintain current licensing.
2. Ensure the proper observance of and adherence to pest management procedures, occupational safety standards, and equipment/chemical usage plans during IPM work. This includes ensuring appropriate treatment techniques and the use of protective equipment and clothing, and working with Facilities Manager to update, maintain, and ensure observance of Standard Operating Procedures (SOP).
3. Conduct biannual inspections of all units of Public Housing for pests including inspection of mattresses, box springs, baseboards, furniture, electrical outlets, wallpaper, wall hangings, ceilings and other areas and features.
4. Prepare units for treatment which could include moving and or lifting furniture, wrapping infested furniture for disposal, and loading or unloading trucks with items for treatment or disposal. Remove and bag all bedding, clothing and other potentially contaminated personal effects. May assist tenants in sealing items into plastic bags.
5. Treat units to eradicate infestation using the proper procedures and methods based on the type of infestation (bedbugs, roaches, rodents, etc.). This may include containing infestation, applying non-chemical treatments (vacuum, steam, heat), and applying or directing the application of chemical treatments according to manufacturer's label instructions and SOP.
6. Provide information and education to tenants on appropriate follow-up and preventive measures.
7. Conduct follow-up inspections and treatments as needed to ensure pest eradication. This includes inspecting treated units for signs of activity and continuing follow-up as necessary.

C. Groundskeeping and Facilities Maintenance

Perform a variety of manual and semiskilled tasks in maintaining facilities, grounds and landscaped features to ensure orderly, functional, safe and aesthetically pleasing appearances of assigned areas.

1. Monitor grounds to identify, gather and remove debris including garbage, leaves branches and anything else that doesn't belong. Take debris to garbage stations; ensure garbage areas are neat and safe; and ensure garbage is removed by contractors as scheduled.

2. Monitor facilities and grounds to identify any unsafe conditions and report them to the Facilities Manager or Maintenance Technicians. Conduct inspections for various purposes as assigned. Support the Maintenance Technicians in their repair and maintenance activities when directed.
3. Operate vehicles and powered equipment, such as mowers, weed trimmers, vehicles, tractors, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
4. Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, landscaped features, walks, or walls. Mow or edge lawns, using power mowers and power trimmers.
5. Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes for landscaping which includes but is not limited to; trimming, pruning trees and shrubbery, irrigating, building new flower beds and other landscaping features, sweeping, raking, pruning, and weeding.
6. Maintain or repair tools, equipment, or structures, such as buildings, picnic tables, fences, or benches, using hand or power tools. Perform snow removal in winter and identify and remove any debris, hazards, or structural damage resulting from storms.
7. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features. Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans. Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders. Decorate gardens with stones or plants.
8. Inspect, operate, and test machinery or equipment to diagnose machine and equipment malfunctions and perform repair/maintenance. Dismantle machines, equipment, or devices to access and remove defective parts, using hand or power tools. Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
9. Identify and report building maintenance needs in assigned buildings and facilities to Property Manager. Perform minor repair and maintenance work, including repair and replacement of such items as window shades, curtain rods, door and window hardware, screens, stove and refrigerator parts, electrical receptacle covers, bath accessories, light bulbs and covers, scraping, minor patching, sanding and painting; and other necessary maintenance.
10. Provide project and maintenance support to Maintenance Technicians, the Facilities Manager, contractors, and others as assigned. This involves following instructions from project leaders and performing work in an efficient and effective manner.

D. Cleaning

Provide a variety of cleaning, custodial and maintenance services to ensure buildings, facilities and property are clean, orderly and safe.

1. Clean HHA apartments in an efficient and timely manner (stripping and waxing floors & shampooing carpets, cleaning, replacing switch and receptacle plates, cleaning kitchens, bathrooms). Ensure work meets HUD Standards of Cleanliness established in the Housing Quality Standards (HQS) at 24 CFR 982.401 (sanitary facilities, food preparation and refuse disposal, illumination & electricity, structure & materials, lead-based paint, etc.).
2. Perform custodial work, including removal of garbage from interior and exterior of facilities, cleaning floors, walls, windows, cabinets, appliances, and plumbing fixtures. Clean common areas according to protocols established for each site. Clean and restore building interiors damaged by former occupants, smoke, water or storms using commercial cleaning equipment.
3. Implement weekly heavy cleaning programs for assigned sites. This includes scheduling deep cleaning activities during appropriate times of year (e.g., washing windows when they will not freeze); providing a proposed work plan to the Facilities Manager and following it; and ensuring all deep cleaning is completed acceptably (e.g., floors and carpets are free of dirt and stains; walls are cleaned, painted, and free of holes or defects; exteriors and windows are clean, etc.); exterior site cleaning; all garbage and debris picked up and removed; etc.
4. Clean and maintain the HHA offices, break rooms, customer areas, and classroom to ensure they are kept clean and free of dirt, debris, garbage, etc. Ensure cleaning equipment and supplies are well maintained and perform preventative maintenance and/or changing out parts to ensure proper functioning and longevity.
5. Notify management immediately of any necessary major repairs beyond the abilities of the incumbent or suspected toxic substances encountered in the course of cleaning duties.

E. Other duties as assigned

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Perform a variety of other duties as assigned by the Facilities Manager and HHA management team. This includes but is not limited to filling in for other staff, performing special cleaning and facility support projects, operating vehicles and equipment, attending meetings, and attending training or other events.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated Knowledge of:

Materials, methods, and equipment used in building and grounds maintenance. Includes knowledge of chemicals and cleaning products; proper care and trimming techniques and strategies for lawns, trees, shrubs and other plants and a variety of hand and power equipment used in the care of lawns trees, shrubs, plants and pruning. Use and care of maintenance and building tools, and light motorized equipment.

The chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Application equipment, including their designs, uses, repair, and maintenance.

Integrated Pest Management (IPM) methods, equipment, chemicals and techniques to include bedbug eradication processes (e.g., manual cleaning, heat, desiccants, etc.).

Supervisory principles and practices and training techniques. Work planning and monitoring methods and techniques/.

Demonstrated Skills and Abilities in:

Communications and Teamwork: Customer service and working with others, including ability to establish and maintain cooperative working relationships with all those contacted in the course of work. Includes fellow department team members, residents, and management.

Self-development: Including continual learning of new methods, and materials. Anticipating possible problems and needs.

Efficiency and Effectiveness: To plan, organize, prioritize, and coordinate work flow; work independently and meet multiple deadlines; attention to detail and accuracy.

Adaptability to changes and problem-solving skills: To define problems, identify needs and solve problems independently.

Minor machine and equipment operation and repair. Including mowers, trimmers, chainsaws, floor buffers, carpet cleaning equipment, heating units etc.

Safety. Including following safety protocols and precautions at all times (e.g., use of protective equipment, safely using tools and equipment, observing precautions related to pathogens or contagious disease, etc.

Qualifications:

- A high school diploma or GED and three years related janitorial, groundskeeping, and pest removal experience.
- Able to successfully complete the pesticide applicator core class, pass the core test, and attain Industrial Structural and Health License within one year of hire.
- Must maintain Industrial Structural and Health License including maintaining 12 continuing education credits (CE) per license cycle (4 years)
- Possession of, or ability to obtain, a valid Montana Driver's License and a driving record acceptable to insurance carriers. Ability to operate HHA vehicles.

- Ability to work overtime, if needed.
- Availability to participate in after-hours work, if needed.
- Must pass an extensive background check, including and acceptable criminal background check.
- Experience or training in project management or supervision.
- Other requirements as deemed necessary by the Facilities Manager.

WORK ENVIRONMENT

Work requires ability to perform manual and semi-manual labor requiring the range of full body movement. Must be able to work from a ladder or from heights, to follow oral and written instructions, lift 100 pounds, stand, walk, sit, bend, twist, kneel, crawl, push, pull, grasp, and ride. Hand-eye coordination is a must, as is the ability to talk and hear in person, by telephone or two-way radio. Must be able to see and read instructions and safety information.

COMMITMENT TO SERVICE

Employees of the Helena Housing Authority are expected to achieve the highest standards of personal and professional work performance in commitment to serving HHA’s constituents and the Helena community in general. The ability to work in a team, be transparent in written and verbal communication, and show respect and care for people from a wide variety of backgrounds is required on a daily basis.

SIGNATURES

My signature below (typed or hand written) indicates this job description is accurate and complete.

Employee:

_____ Signature	_____ Title	_____ Date
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Immediate Supervisor:

_____ Signature	_____ Title	_____ Date
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Administrative Review:

_____ Signature	_____ Title	_____ Date
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