HELENA HOUSING AUTHORITY
Custodian/Groundskeeper

September 2026

Classification: **NON-EXEMPT**

Grade: **15**

Wage Range: **$19.12 (entry), $22.75 (mid), $26.39 (max)**

REPORTS TO: Facilities Manager

POSITION OVERVIEW:
The **Custodian/Groundskeeper** is responsible for performing 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. Duties include monitoring grounds and facilities to remove trash and report unsafe conditions; caring for lawns, pruning trees and shrubbery, landscaping flower beds, etc. using mowers, trimmers, power tools and hand tools; providing proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features; diagnosing and performing minor repairs and preventative maintenance on machines, tools and equipment; providing cleaning, custodial and maintenance services to ensure buildings and facilities are clean, orderly and safe which includes removing garbage from interior and exterior of facilities, cleaning floors, walls, windows, cabinets, appliances, plumbing fixtures, etc. and proposing and implementing regularly scheduled deep cleaning activities .

ESSENTIAL DUTIES AND FUNCTIONS:

A. 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, Painters, the Facilities Manager, contractors, and others as assigned. This involves following instructions from project leaders and performing work in an efficient and effective manner.

B. 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.

C. Other duties as assigned 5%

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.

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, 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 two years related janitorial and groundskeeping experience.
- 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.
- 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. Facility Support Technician 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**

Immediate Supervisor:

_____	_____	_____
Signature	**Title**	**Date**

Administrative Review:

_____	_____	_____
Signature	**Title**	**Date**