



Bremerton Housing Authority

Janitor

Department: Housing

FLSA Status: Non-Exempt

Grade/Level: 19

Job Type: Regular

Work Schedule: 8:00am-4:30pm or on-call

Work Location: On site

Job Status: Full-time or On-Call

Reports To: Maintenance Supervisor

Amount of Travel Required: None

Positions Supervised: None

Position Union: Teamster

POSITION SUMMARY

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing light routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Function Summaries

- Service, clean, or supply restrooms.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash.
- Monitor dumpster areas, pick up trash & furniture and haul to waste disposal facility.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment.
- Strip, seal, finish, and polish floors.
- Clean and polish furniture and fixtures.
- Steam clean or shampoo carpets.
- Move heavy furniture, equipment, or supplies, either manually or by using hand trucks.
- Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow melting chemicals.

- Monitor building security and safety by performing tasks such as locking doors after operating hours or checking electrical appliance use to ensure that hazards are not created.
- Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events, such as banquets or meetings.
- Make minor adjustments to heating, cooling, ventilating, plumbing, or electrical systems.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Drive vans, industrial trucks, or other vehicles required to travel to or to perform cleaning work.
- Other duties as assigned.

POSITION QUALIFICATIONS

Diversity, Equity and Inclusion Requirements

As part of Bremerton Housing Authority's commitment to fostering an equitable and inclusive workplace all BHA staff must demonstrate commitment to cultivating a workplace culture that values diversity, equity and inclusion. They must work collaboratively to create and maintain an inclusive environment where all team members feel valued and included and must be willing to participate in equity and inclusion education and training programs.

Required Education and Experience

Education: High School Graduate or General Education Degree (GED): Required

Experience: 1 plus years of experience in Janitorial or cleaning of facilities

Bremerton Housing Authority has the discretion to accept any other equivalent combination of education and experience when relevant.

Computer Skills:

- Must be comfortable using a cell phone for communication via text, email and voice.
- Must be familiar with using computer technology to assist in job performance.

Other Requirements:

- Must be available to come to work during inclement weather events as needed to ensure BHA properties are safe for residents as quickly as possible.
- Must possess a valid driver's license for use in Washington State and with the continued ability to be covered under Bremerton Housing Authority's auto insurance policies.

Required Competencies

- Accountability - Ability to accept responsibility and account for his/her actions.
- Autonomy - Ability to work independently with minimal supervision.
- Ability to drive an automobile - Must be licensed and able drive to various work sites using a two or four door passenger car.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.

- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Tactful - Ability to avoid being offensive when communicating with others, maintain diplomatic relations or good customer services, and show consideration for others with diverse backgrounds.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

WORK ENVIRONMENT

Will work inside various apartment buildings occupied by low-income residents. Will also work outside in various weather conditions. Work is very physical depending on the day-to-day duties. Will work mostly independently with occasional interaction with supervisor or co-workers.

PHYSICAL DEMANDS

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	10 lbs or less F
Walk	F		11-20 lbs F
Sit	O		21-50 lbs O
Manually Manipulate	F		51-100 lbs. O (Requires 2 people to prevent injury)
Reach Outward	F	Push/Pull	
Reach Above Shoulder	F		12 lbs or less F
Climb	O		13-25 lbs F
Crawl	O		26-40 lbs. O
Squat or Kneel	F		41-100 lbs O
Bend	F		
Grasp	F		
Speak	O		

Other Physical Requirements

- Vision (Near)
- Sense of Sound - listening to instructions and customer comments
- Ability to wear Personal Protective Equipment (PPE)
- Sense of Balance

Prepared by: Janis Castle, Human Resources Generalist Date: 7/9/2024

Prepared by: Paula Kennedy, Human Resources Manager Date: 7/10/2024

Reviewed by: Ben Calhoun, Maintenance Supervisor Date: 7/10/2024

Reviewed by: Andi Reed, Housing Director Date: 7/10/2024

Reviewed by: Bret Draven, Teamsters Union Representative Date: 7/11/2024

The Housing Authority of the City of Bremerton (BHA) has reviewed this position outline to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Review the job analysis or desk manual for greater details about the types of tasks being performed in this position. This document does not represent a contract of employment, and BHA reserves the right to change this position outline and/or assign tasks for the employee to perform, as the company may deem appropriate.



Equal Employment and Housing Opportunity

Barrier Free



Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, age (over 40), military status, whistleblower retaliation, or familial status in admission and access to its programs.

To request a reasonable accommodation for work related reasons, contact the HR office at 360-616-7107.

To request a reasonable accommodation for housing, contact a BHA Section 504 Coordinator at 360-479-3694.