

Employer: OSHKOSH HOUSING  
AUTHORITY  
600 MERRITT AVE  
PO BOX 397  
OSHKOSH, WI 54901  
[www.ohawcha.org](http://www.ohawcha.org)

Work Site: Winnebago County - North  
600 MERRITT AVE  
PO BOX 397  
OSHKOSH, WI 54901  
This position also works 1-2 days per week at the Cumberland  
Court Apartments in Oshkosh

On Bus Route? Yes

Pay: \$16.18 Per Hour  
Time and a half is paid for all hours worked over 40 hours per  
week.

Duration/Usual Hours Per  
Week: Full-Time, 40 Hours Per Week Minimum

Shift/Work Days: First Shift.  
Monday-Friday.

Number of Openings: 1

Minimum Requirements of Employer:

Education: High School Diploma/GED Equivalent Required  
Some general labor/janitorial experience desirable

Professional Licenses / Certifications: None

Vehicle: Required, Mileage reimbursement available.

Drivers License:

Type: Class D - Regular (Auto, Light Truck, Moped)  
Required

Endorsements: No Endorsement Requested

Age: No Age Requested

Experience / Qualifications: Able to move 50 lbs.  
Knowledge of materials, method and equipment  
used in general labor work.  
Ability to understand and comply with written and  
oral instructions.  
Ability to perform some heavy lifting on occasion  
Familiar with cleaning chemicals and their use

Pre-employment drug screening required.

### Duties and Responsibilities of the Job:

This is routine labor work in the care and maintenance of Housing Authority owned buildings. Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Perform routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. Work involves responsibility for the efficient performance of a variety of general labor tasks in the buildings and associated grounds. Work is generally performed to specific instructions, or if Maintenance Mechanic is overburdened and needs assistance. Work is subject to inspection by a superior for maintenance of established standards of cleanliness and compliance with instructions

Clean window sills, mop boards; empties ash trays; washes wastebaskets, and polishes drinking fountains; vacuums and cleans carpeting; scrubs and polishes tile floors; may do simple painting and minor repairs as assigned; mows and waters lawns, trims shrubbery, maintains flower beds, rakes and removes leaves; sets up tables and chairs and removes same for meetings; dispenses cleaning supplies and materials. Performs related work as required.

- Clean and polish furniture and fixtures.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Dust furniture, walls, machines, or equipment.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Gather and empty trash.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Mow or trim lawns or shrubbery, using mowers or hand or power trimmers, and clear debris from grounds.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, or parking areas, using snowplows, snow blowers, or snow shovels, or spread snow melting chemicals.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Service, clean, and supply restrooms.
- Steam clean or shampoo carpets.

### Benefits:

Insurance:	Health Insurance, Dental Insurance, Life Insurance, Disability Insurance
Leave and Holidays:	Sick Leave, Personal Leave, Vacation, Paid Holidays
Retirement & Financial:	Retirement, Flexible Spending Accounts (Dependent & Medical), Deferred Compensation

Transportation:	Transportation - Subsidy
Miscellaneous Benefits:	Paid Uniforms, Flexible Work Schedule
Other Benefits:	Access to AFLAC insurance plans at group rates Access to an Employer paid Employee Assistance Program (EAP) There is an annual clothing allowance for maintenance staff of \$200 for clothes and \$100 for shoes
Comments:	Benefits are through the Wisconsin Department of Employee Trust Funds.

Company Profile:  
Public Housing Authority providing subsidized low income housing.

How To Apply:

Apply In Person	Oshkosh Housing Authority 600 Merritt Ave Oshkosh WI 54901 2nd Floor Reception Desk
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Mail a Résumé	Oshkosh Housing Authority Attn Kim L. PO Box 397 Oshkosh WI 54093
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E-Mail a Résumé	To apply for this job, send your résumé or <a href="#">Job Center of Wisconsin Résumé</a> to <a href="mailto:kal@ohawcha.org">kal@ohawcha.org</a>
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If you don't have a résumé, you can register and create one at [Job Center of Wisconsin](#).

Fax a Résumé 920-424-1474