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## General Maintenance Worker

The Oshkosh/Winnebago County Housing Authority provides affordable rental housing assistance and resident services to low-income families. Since its formation in 1970, the Authority has assisted over 900 households annually. The Authority is seeking a General Maintenance Worker to join our team.

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### Job Summary

Under the supervision of the Property Manager, this position performs routine maintenance and upkeep of properties within the Oshkosh Housing Authority portfolio. The General Maintenance Worker helps ensure the cleanliness, safety, and functionality of Housing Authority buildings and grounds. Work is generally performed according to established procedures, with specific instructions provided as needed for unique situations.

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### Key Responsibilities

- Provide custodial services for building interiors (sweep, mop, vacuum, dust, sanitize). Clean, sanitize, and restock restroom areas daily.
  - Empty trash/recycling and remove debris from facility and grounds.
  - Perform minor building maintenance and light repairs.
  - Complete routine work orders (light bulbs, filters, basic upkeep).
  - Support seasonal building needs (screens/storm windows).
  - Maintain grounds (mow, water, trim shrubs, maintain flower beds).
  - Perform fall cleanup (rake leaves, clear debris).
  - Perform winter maintenance (snow and ice removal from sidewalks/entries).
  - Assist with event room setups and moving furniture.
  - Assist Maintenance Mechanic with unit turns (cleaning, painting, prep work). Carry out other related duties as assigned
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### Required Skills/Abilities

- Knowledge of basic cleaning methods, materials, and equipment.
- Ability to perform minor repairs and maintenance tasks.
- Ability to operate custodial equipment (vacuum cleaners, scrubbing machines, polishing machines, etc.).
- Strong organizational skills and attention to detail.
- Ability to follow oral and written instructions.

- Ability to work independently and as part of a team.
  - Ability to work efficiently under pressure and manage time effectively.
  - Basic understanding of safety procedures and protocols.
  - Basic understanding of building maintenance.
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## Education and Experience

- High school diploma or equivalent required.
  - Previous experience in maintenance or custodial work preferred.
  - Valid Driver's License required.
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## Physical Requirements

- Ability to walk frequently and climb stairs.
  - Must be able to lift up to **50 pounds** at times.
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## Benefits

- Dental Insurance
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA)
- Health Insurance
- Life Insurance
- Paid Time Off (PTO)
- Retirement Plan
- Vision Insurance