

Facilities Offices Specialist

The Housing Authority of the City of Wilmington, NC (WHA) is remaking the affordable housing market in Southeastern North Carolina, bringing new innovative approaches to the Wilmington housing market.

We are seeking a Facilities Office Specialist in Wilmington, NC. The Facilities Office Specialist position is a non-exempt position and receives authority and is directly responsible to the Community Facility Manager for WHA. He/she is responsible for successful janitorial conditions for current WHA Communities. Your previous track record of janitorial experience, combined with a passion for serving others makes you an ideal candidate for this role. The Facilities Office Specialist role provides a path to WHA advancement opportunities in the future. WHA offers a comprehensive benefits package for all full-time employees. Start with us grow with us!

Primary Responsibilities Include:

- Leading by example and being a role model for the standards and behaviors consistent with the core values and culture of WHA.
- Update and improve multi-family office properties to improve environments for our Residents
- Perform specific tasks as assigned by the Community Facilities Manager (CFM).
- Responsible for the office facilities janitorial tasks, conditions contributing to the REAC Community assessment evaluations.
- Responsible for implementing the cleaning routine for each Community Office and the Central Office,
- Perform minor and routine maintenance tasks as replacing door knobs/handles, replacing light bulbs, et al,
- Report maintenance issues to the CFM.
- Inventory and maintain applicable cleaning and janitorial supplies for each Community.
- Responsible for replenishing supplies in each washroom.
- Responsible for general outdoor conditions at the Central Office specific to outdoor appearance; including recommending needed Grounds maintenance.
- Maintain a safe work area at all times and keep work areas orderly and clean.
- Adhere to and comply with company safety policies and rules and wear personal protective equipment (PPE) as directed and recommended.
- Adhere to OSHA safety standards that are applicable for the safe performance of job
- Report any damage or safety hazards immediately to supervisor.
- Maintain respectful, courteous, helpful demeanor with Residents, prospective Residents, associates, vendors, etc.
- Participate in company training classes/courses and meetings. Acquire and maintain credentials and certificates, OSHA 10, et al.
- Perform all other duties assigned by the CFM (or other personnel acting in a supervisory capacity).

Knowledge, Skills and Abilities:

- General understanding of janitorial tasks, conditions, standards and requirements to ensure a clean, stocked and safe working environment for Residents and Associates
- Ability to lift and carry up to 45 lbs., and occasionally lift and carry up to 80 lbs. with others. Ability push and pull appliance dolly up to 200 lbs., move objects from one floor to another
- Ability to bend/stoop, climb stairs, kneels, balance, reach above shoulder height, walk and twist, have a reliable vision, hearing and speech with or without corrective devices such as glasses, hearing aid, etc.
- Professional appearance and ability to be courteous & helpful to Residents, prospective Residents, co-workers, vendors, etc.
- Position may require the ability to work any of the seven days of the week, 52 weeks of the year and may also require working on-call hours, as scheduled or as necessary.

Attributes:

- Conscientious: High self-awareness of how he/she affects others
- Team Leader: Inspires teammates to follow them
- Advancement of self and others: effective, successful supporting advancement in skills, knowledge, competencies, development, career growth for self
- Collaborator: Effective working with associates and stakeholders at all levels, gaining the best results possible from the team
- Results orientated: Leads by delivering above expectation outcomes
- Exceptional communication skills, both written and verbal

Education:

- Must have a valid North Carolina Driver's License.
- High School Diploma or equivalent, Or equivalent applicable.
- Background checks and drug screen testing will be a requirement in advance of hire.
- Must have a valid North Carolina Driver's License.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

WHA is committed in policy and practice to providing equal employment opportunities for all applicants and employees, based upon their training, experience, and overall qualifications. Consistent with this commitment, discrimination against an applicant or employee based upon the individual's race, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship status, marital or familial status, sexual orientation, gender identity, gender expression, disability, military status, protected veteran status, genetic information, or any other condition or characteristic protected by law is strictly prohibited.