



Environmental Beautification Associate

Carbondale, IL (<http://maps.google.com/maps?q=300+N.+7th+Street+Murphysboro+IL+62966>)



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Job Type

Part-time

Description

The Jackson County Housing Authority provides decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities and related programs. The public housing available comes in all sizes and types, from scattered single-family houses to high-rise apartments. The Housing Choice Voucher program works with private landlords and eligible low-income individuals and families to provide housing opportunities. The Housing Authority strives to work with its residents to instill pride and provide social services assistance to improve their quality of life.

The part-time Environmental Beautification Associates help maintain the exterior appearance of various Jackson County Housing Authority's properties located throughout AVA, Elkhartsville, DeSoto, Murphysboro, Carbondale, and Grand Tower. The Environmental Beautification Associate is responsible for routine, heavy labor as it pertains to residential waste collection, vegetation collection, recycling efforts, and unit clean-outs.

Duties and Responsibilities

- Responsible for representing himself\herself and the property in a professional manner with all residents, employees, and vendors, including both oral and written communication. Always presents a professional image of himself\herself.
- Responsible for working with all site personnel in an effective, productive manner.
- Collect waste door to door within an assigned apartment community and transfer it to the trash receptacles on site. Collection must begin and end at the designated time.
- Inspect and maintain trash collection areas regularly. Picks up trash and spilled refuse along curbs and roads.
- Maintain the appearance of the assigned properties.
- Clean and sweep property of loose trash and debris on a regular basis.

- Drives utility vehicles on an established waste collection route.
- Performs at a constant pace in all weather conditions.
- Lifting, extensive walking, and pulling/pushing heavy carts.
- Inspect and maintain all on-site waste collection stations
- Assists the Property Manager as needed with maintenance functions such as ensuring that all property and grounds are maintained according to company policy.
- Performs special assignments as needed or as requested by the Director of Asset Management for Operations.
- Executes such other responsibilities as determined by the Director of Asset Management for Operations.
- Performs all other duties as assigned.

Working Hours

- Part-time, 20 hours per week
- 12:00 p.m. – 4:00 p.m.
- Monday – Friday

Salary

- \$13.50/hr starting

Requirements

Knowledge and Skills

1. Ability to read and write at the level required for successful performance.
2. Ability to follow verbal and written instructions.
3. Ability to maintain effective working relationships.
4. Knowledge of safety practices & procedures.
5. Ability to maintain simple records.

Physical Demands

1. Sufficient vision to read the fine print.
2. Sufficient stamina to perform physical labor in adverse conditions.
3. Sufficient body movement to drive, climb, bend, and kneel.
4. Dexterity to manipulate tools.
5. Sufficient strength to lift up to 75 pounds.
6. Physical capability to tolerate height.
7. Ability to operate a vehicle observing legal & defensive driving habits.

Hiring Requirements

1. Hold a valid Illinois driver's license with an insurable driving record.
2. Ability to pass federal, state, and local criminal investigation clearances.
3. Ability to pass a drug screening upon hire and throughout employment.
4. Ability to pass a pre-employment physical exam.

Apply:

Please apply online at <https://recruiting.paylocity.com/recruiting/jobs/All/436c5d2f-7e9b-4aee-8824-f604f27e26a1/Housing-Authority-County-of-Jackson-Illinois>.

Employment Applications may also be picked up from and submitted to the Administrative Office located at 300 North 7th Street, Murphysboro, IL 62966.

The Jackson County Housing Authority reserves the right to consider applications and resumes upon receipt and make employment decisions accordingly. The Jackson County Housing Authority is an equal opportunity employer.

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