

# HOUSING AUTHORITY OF THE CITY OF FROSTBURG

101 Meshach Frost Village ▪ Frostburg, MD 21532  
(301)-689-9700 Phone ▪ (301) 689-5125 Fax

## Job Description

**Title:** Maintenance Helper

**Reports To:** Executive Director

**Department/Division:** Maintenance

**FLSA Status:** Non-Exempt

**Employment Status:** Full-Time

**Date:** January 6, 2026

### Position Summary

Responsible for performing assigned unskilled manual labor tasks and semi-skilled janitorial and grounds services for the Agency, including office building, common areas, and turnover/make-ready cleaning functions for vacant units as assigned. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Responsibilities

Undertakes and performs all other work-related duties as assigned.

### Custodial Duties:

1. Cleans office building, bathrooms, hallways, community rooms, laundry facilities and community room kitchens, and vacant units in accordance with Agency standards by performing the following duties:
  - a) Sweeps, scrubs, waxes, and polishes floors using brooms, wet mops, scrapers, and/or heavy powered scrubbers and buffers.
  - b) Cleans rugs and carpeted floors using lightweight and or heavy powered vacuum cleaner, hand sweeper, or shampooer as appropriate.
  - c) Washes and cleans windows, walls, ceiling, and fixtures, using ladders as needed.
  - d) Maintains assigned restrooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, faucet knobs, and scrubs and cleans enameled and ceramic walls and toilet partitions in restrooms. Keeps toilet paper, towels, and soap dispensers supplied. Mops and sanitizes floors of each assigned restroom.
  - e) Hauls items that are too big for dumpsters to appropriate disposal area.
  - f) May disconnect and clean appliances.

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- g) Empties waste baskets and/or trash containers, and smoking receptacles in and around office, common areas, and vacant units and disposes of trash and refuse in an appropriate manner.
- h) Dusts, cleans, and/or polishes furniture, desks, and light fixtures.
- 2. May assist in performing preventive maintenance tasks as assigned, such as checking smoke detectors, checking emergency lights, replacing light bulbs, cutting off water to sill caulks, cleaning dryer vents, changing furnace/air-conditioner filters, cleaning guttering, and adjusting exterior light timers.
- 3. Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, fire extinguishers to the supervisor.
- 4. May assist in graffiti removal and/or repainting. May assist with painting of fire lanes, parking dividers, etc.
- 5. Reports supply needs to the supervisor.
- 6. May assist in transporting, loading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.

## **Grounds Keeping Duties:**

- 1. May assist management/leasing staff with curb appeal functions which may include detailing model units, putting out balloons, banners, a-boards, etc.
- 2. Keeps fuel in the vans and trucks.
- 3. Assists with keeping walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.
- 4. May assists with maintaining grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, detritus, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
- 5. May assists with cultivating and/or mulching, flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, applying herbicides, and fertilizing where appropriate. Trims and/or removes trees or bushes that are safety hazards.
- 6. Maintains Agency-owned materials in a neat and orderly manner at all times. Maintains a neat and organized work area free of clutter and debris. Upon completion of cleaning tasks, all equipment and supplies shall be cleaned and/or stored appropriately.
- 7. Assists Maintenance Technicians as required.

## **Education and Experience**

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High school graduate or GED desirable with one (1) year experience in the groundskeeping, maintenance, and/or janitorial field or an equivalent combination of education and experience.

## Knowledge and Skills

1. Good knowledge of techniques, methods, materials, and equipment used in custodial activities and grounds keeping.
2. Skilled in use of various building and grounds maintenance tools and equipment as appropriate (lawn mower, edger, buffer, vacuum cleaner, etc.).
3. Skilled in reading and interpreting blueprints, schematics, instruction manuals and related service/instruction manuals.
4. Skilled in diagnosing and undertaking appropriate grounds, ground maintenance, irrigation and/or other systems repair, maintenance and/or service needs.
5. Ability to perform moderately strenuous physical activity.
6. Ability to establish and maintain effective working relationships with other employees and residents.

## Supervisory Controls

The employee receives instructions from the Executive Director. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines, priorities, necessary guidelines, and scope of work are generally set by the manager and the employee's progress is monitored regularly for adherence to instructions, compliance with established procedures, quality, and completeness. The employee has no supervisory responsibility.

## Guidelines

The employee follows established policies, procedures, and traditional practices in performing work and consults reference materials, such as diagrams, instructions, and information from relevant sources. The employee also receives verbal directions and training from the supervisor. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

## Complexity

The employee performs tasks that are routine in nature. Instructions to the employee are detailed and specific or general, depending on type of work involved. The course of action open to the employee is generally clear cut and specific, but problem-solving skills are frequently called for in determining effective solutions for difficulties encountered during installation, repair, and maintenance procedures.

## Scope and Effect

The employee's work primarily affects the Agency's grounds and non-dwelling facilities. If accomplished properly, work efforts considerably enhance the overall appearance of the Agency's developments and the surrounding community.

## Personal Contacts

The employee's personal contacts are with other employees, residents, contractors, and suppliers. Contacts primarily

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concern exchanging information, resolving problems, performing services, and making decisions regarding specific work assignments.

## Physical Requirements

1. Normal physical activity can be tedious, strenuous, and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing, and lying prone. The employee must use arm strength to manipulate work-related tools.
2. Must be able to lift up to fifty (50) pounds without assistance.
3. Must be able to move/set up office furnishing and equipment (e.g., folding tables and chairs, easels, trashcans, sand-filled cigarette disposal units, file storage boxes).
4. Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
5. Work requires spatial perception, and finger and manual dexterity.
6. Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must be able to sit or stand for up to eight hours at a time while performing work duties.
8. Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.
9. Must have vision and hearing corrected to be able to perform essential job functions.
10. Must maintain a professional appearance and portray a positive image for the Agency.
11. Must maintain punctuality and attendance as scheduled.
12. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

## Work Environment

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., solvents, etc.), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.

## Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.

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2. May be required to work after office hours on the on-call work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening and criminal background check.
6. Must have a working cell phone.

The Housing Authority of the City of Frostburg is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of the City of Frostburg is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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**EMPLOYEE SIGNATURE**

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**DATE**

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**MANAGER SIGNATURE**

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**DATE**