

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW – JOB POSTING

September 3, 2025

- 1) POSITION TITLE: Courier/Custodian
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or
8:00 a.m. until 6:30 p.m.,
Monday through Thursday (Fridays off)
- 3) HOURLY RATE: Minimum rate is \$17.43 per hour.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: Qualified employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org; or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

This posting will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

COURIER /CUSTODIAN

Huntsville Housing Authority is seeking a Courier/Custodian. Under the direction of the Assistant Director of Public Housing, this position is responsible for the safe and secure collection, dissemination, and delivery of transportable items such as mail (U.S., interoffice, and intraoffice), messages, and bank deposits for the Huntsville Housing Authority (HHA). Also responsible for the operation of the HHA Records Center; the cleaning of the Executive Director/CEO's office, the lobby areas, and cleaning the Administrative Office Building; and the common areas of the One-Stop Shop and Resident Services. Must possess a valid driver's license, maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance company. The candidate will be expected to perform other work-related duties as assigned. Minimum rate is \$17.43 per hour.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates** should submit an application to: **Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801); or P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Courier/Custodian

Department: Housing Operations

Grade: 20

FLSA: Nonexempt

POSITION SUMMARY: Under the direction of the Assistant Director of Public Housing, this position is responsible for the safe and secure collection, dissemination, and delivery of transportable items such as mail (U.S., interoffice, and intraoffice), messages, and bank deposits for the Huntsville Housing Authority (HHA). Also responsible for the operation of the HHA Records Center; the cleaning of the Executive Director/CEO's office, the lobby areas, and cleaning the Administrative Office Building; and the common areas of the One-Stop Shop and Resident Services.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Collects, sorts, and delivers bulk mail and large packages to user areas within a multibuilding operation.
2. Drives an agency vehicle for the transportation of personnel, or materials such as equipment/parts, cash, supplies, mail packages, etc., to and from agency buildings, vendors, or other local destinations.
1. Sorts incoming and interoffice mail for distribution, determining the disposition of undeliverable or improperly addressed mail.
4. Collects outgoing letters, packages, etc., for mailings.
5. Delivers materials to HHA's Board members as requested.
6. Stocks supplies for the mailroom, e.g., FedEx envelopes, etc. (As needed)

ESSENTIAL FUNCTIONS (Continued):

7. Responsible for the operation of the Records Center and handles record retrieval issues.
8. Distributes to employees the form used to submit records for storage and explains how the form should be completed.
9. Verifies each box of records submitted for storage and ensures that each form is completed correctly before the boxes are collected and transported to the Records Center.
10. Maintains effective working relationships internally and externally with confidentiality and discretion.
11. Responsible for cleaning the Administrative Office Building and performs related custodial tasks associated with the maintenance and upkeep of the building (**daily**), which includes, but is not limited to:
 - Cleaning and sanitizing of the Executive Director/CEO's office, kitchenette area, and restroom by vacuuming, and wiping down the conference table. In the restroom, for example, clean the toilet, sink, and mirror; sweep and mop the floors and empty trash.
 - Administrative Office Building offices—vacuum carpeted areas and empty trash.
 - Restrooms—clean toilets, urinals, sinks, and mirrors; sweep and mop floors, restock toilet paper, paper towels, and soap and empty trash.
 - Copier rooms—vacuum carpeted areas, sweep and mop floors, empty trash and shred machine.
 - Lobbies—clean entrance glass, dust/or clean high-low areas, desks, and chairs, vacuum carpeted areas, mop floors and clean whatever needs cleaning.
 - First and Second floor Kitchens and break rooms—clean the inside and under all appliances, wipe down tables, chairs and counter tops, sweep floors, mop floors, and empty all trash containers.
 - Boardroom—sweep and mop floors(when needed), perform high-low dusting clean tables, and empty trash.
 - Receptionist area—vacuum carpeted areas, high-low dusting, clean window glass, and empty trash, sweep floors, mop floors, clean lobby bathroom and stock with necessary toiletries.

Position Title: Courier/Custodian

ESSENTIAL FUNCTIONS (Continued):

- Administrative Office Building entrances—sweep and mop entrance areas, vacuum entrance mats, sweep stairs, mop stairs, clean glass door leading to the second floor, clean glass windows, and sweep and mop elevator, dust blinds on each floor. Dust office frames and doorways, dust base boards and hand rails.
 - Make sure parking lot is spot cleaned for trash.
 - Fog Central Office with Sanitizing Solution.
 - Responsible for picking up lunches and ensuring they are correct every 3rd Monday for the Board of Commissioners' Meeting.
12. Operates vacuums, buffers, scrubbers, and cleaning equipment.
13. Assists with setup and preparation on Board Meeting days.
14. Maintains inventory of cleaning supplies for the Administrative Office Building.
15. Keeps supply closet clean and organized.
16. Cleans the common areas of the One-Stop Shop (OSS) and Resident Services as follows:
- Lobbies—clean entrance glass, dust high-low areas, vacuum carpeted areas, and mop floors.
 - Restrooms—clean/sanitize toilets, urinals, sinks, and mirrors, mop floors, restock toilet paper and paper towels; and empty trash.
 - Common Area Kitchen —clean under all appliances, wipe down tables and appliances, sweep floors, mop floors, restock paper towels, and empty all trash containers.
 - Conference Room — sweep and mop floors, perform high-low dusting, wipe down conference room tables, and empty trash.
 - Resident Services and OSS entrances—sweep and mop entrance areas, vacuum entrance mats, sweep stairs, mop stairs, clean glass doors, clean glass windows.
 - Garbage—Pull exterior garbage cans to curb each Wednesday afternoon for Thursday morning pickup by Waste Management.

OTHER RESPONSIBILITIES:

Performs other work-related duties as assigned.

Position Title: **Courier/Custodian**

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. High school diploma or GED; with any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Requires a minimum of two years' driving experience.
3. Must possess a valid driver's license, a good driving record, and must be insurable by the Housing Authority's vehicle insurance company.
4. Must have the ability to lift and carry bulk packages and mailbags up to 50 pounds unassisted.
5. Must have an aptitude for light office work.
6. Proficient in recordkeeping methods.
7. Ability to read and understand written and oral instructions.
8. Ability to prioritize and organize tasks to ensure timely completion of all projects.
9. Ability to use office equipment such as copier and computer.
10. Knowledge of standard building cleaning methods and procedures, tools, equipment, and materials used on the job.
11. Ability to perform building cleaning work efficiently and provide first-class customer service.
12. Skill in using the tools, equipment, and materials of the job.