

CLASS SPECIFICATION
Housing Services Aide
Code Number: ____

GENERAL PURPOSE

Under specific direction and guidance, performs basic, limited, unskilled tasks or specific assignments in support of public housing efforts.

DISTINGUISHING CHARACTERISTIC

This class is distinguished from Housing Aide Trainee in that the tasks performed require minimal skills and there is no specific training or development work assigned leading towards the development of a career in the housing services field. Employees typically work on an hourly basis on general assignments or may work on a specific task or assignment when needed. This class is distinguished from Housing Aide I/II in that Housing Aides perform a variety of routine clerical, office support, program support, property management or resident services tasks in a training developmental capacity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs simple, routine, unskilled tasks such as washing windows, trucks or equipment; stuffing envelopes for mass mailings; delivering fliers; sorting and discarding obsolete material; cleaning debris; setting up chairs, tables and equipment; sweeping and mopping floors. When assigned to a public housing site, serves as a contact person to report emergencies only.

DESIRED MINIMUM QUALIFICATIONS

Training and Experience:

No specific education or experience is required. Emergency contact respondents are required to reside at an assigned residential site.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to sit, talk or hear, both in person and by telephone; use hands repetitively to operate, finger, handle or feel office and other equipment; and reach with hands and arms. Employees may frequently be required to stand and walk, stoop, kneel, or bend; and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees may be required to use written and oral communication skills; read, understand and carry out simple written instructions; recognize basic office and field issues; learn and apply basic information; perform tasks with interruptions; and interact with supervisors, clients and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office or field conditions. In some assignments, employees are exposed to outside weather conditions.