
Alabama Supercomputer Authority

ASA

Position: Building maintenance and custodian

Reports to: Building Manager

Location: ASA Huntsville

Open until filled



Salary range: \$33,000-35,000

General Description

This position is responsible for all janitorial cleaning of the Huntsville Center. This position will assist the building manager with basic maintenance work involving a variety of mechanical, electrical, building and grounds duties at ASA Huntsville.

Responsibilities

- Responsible for the daily, weekly, and monthly cleaning of the Center
- Meet with Building Manager to review daily activities.
- Responsible for inspection of janitorial services, stock and order supplies as needed
- Responsible for assisting with maintenance of grounds, interior and exterior of building
- Organize and restock items, repair and replace broken items in order to serve the needs of the facility
- Work to keep building clean of debris and notify Building Manager of any issues
- Responsible for preparing and making repairs to offices for staff changes and new employees.

Principle Accountabilities

- Daily inspection of the facility and grounds
- Report any items needing attention and assist with resolving problems
- Janitorial services to the Center
- Daily maintenance of facility

Qualifications

High School diploma. Must be able to work additional hours as needed. Proficient use of Microsoft Office products as required in the course of duties.