



Building & Grounds Worker

Full-Time | Monday–Friday | 8:00 AM – 4:30 PM

Position Summary

The Building & Grounds Worker is responsible for maintaining a clean, safe, and well-maintained environment across all Housing Commission properties. This position performs routine cleaning, groundskeeping, and light maintenance tasks, while identifying and reporting repair needs and assisting with special projects.

Key Responsibilities

- Clean and maintain interior spaces (floors, carpets, windows, restrooms, common areas)
- Disinfect high-touch surfaces and shared spaces
- Empty trash and recycling; maintain overall cleanliness
- Operate cleaning equipment (floor scrubbers, vacuums, etc.)
- Perform routine grounds maintenance, including trimming, debris removal, and snow removal
- Conduct daily property walk-throughs to identify maintenance or housekeeping needs
- Assist with light maintenance (plumbing, electrical, painting, HVAC filter changes)
- Support unit turnover, including bulk-out of vacant units
- Maintain inventory of cleaning supplies and assist with ordering
- Assist with seasonal projects (spring/fall clean-up, mulch, etc.)
- Perform other duties as assigned

Minimum Qualifications

- High school diploma or GED
- Must be at least 18 years of age
- Valid Michigan driver's license with acceptable driving record
- Ability to work full-time schedule (8:00 AM – 4:30 PM)
- Ability to pass background check, physical, and drug screening
- Ability to lift up to 75 lbs. and perform physical labor
- Ability to work in indoor/outdoor environments and varying weather conditions

Preferred Qualifications

- One (1) year of grounds or maintenance experience
- Experience operating maintenance or landscaping equipment

Skills & Abilities

- Knowledge of basic building and ground maintenance
- Ability to operate tools, machinery, and equipment safely
- Strong attention to detail and ability to work independently
- Reliable, punctual, and able to manage multiple tasks
- Effective communication and teamwork skills

Work Environment

This position requires frequent standing, walking, lifting, bending, and working in both indoor and outdoor environments, including extreme weather conditions.

How to Apply

Submit your resume and cover letter to tamica@mtclemenshc.org resumes will be accepted until the position is filled.

Mount Clemens Housing Commission is an Equal Opportunity Employer.