Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

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November 10, 2026

The Housing Authority of the City of Pueblo has an opening for the position of: Maintenance Helper.

This is a full-time hourly position with a starting rate of $18.00/hour.

Please review the attached job description and qualifications carefully before completing an application. There is a separate, shorter application available for currently active employees interested in this opportunity.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at www.hapueblo.org

Job posting will remain open for 7 business days.

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Date: 8/2022
Title: Maintenance Helper
Status: Full-time/Non-exempt

General Purpose

Performs work of routine difficulty involving cleaning and maintaining buildings and grounds. Performs other duties as requested by supervisor.

Essential Duties and Responsibilities

- Maintains floors by sweeping, scrubbing, waxing, buffing, and vacuuming and shampooing carpets
- Dusts and polishes furniture, woodwork, and shelving
- Empties and cleans waste baskets, ashtrays, etc.
- Maintains grounds by picking up litter, watering grass and plants, sweeping sidewalks and parking lots, mowing grass, trimming trees, edging, raking leaves and cultivating plants
- Checks and changes as needed: light bulbs, fuses and a/c and furnace filters
- Sets up tables and chairs according to simple diagrams for resident activities
- Cleans and disinfects restrooms and water fountains and replenishes restroom supplies
- Makes minor electrical, plumbing and carpentry repairs by replacing outlets, unstopping clogged drains, and replacing doorknobs
- Cleans vacant units by washing walls, windows, appliances, strips and waxes floors, shampoos carpets, vacuums, cleans and disinfects toilets, tubs, and sinks
- Removes trash from un
- May be required to assist with an eviction by moving furniture, etc. out of units

Education, Training and Experience

- High school graduate or GED
- One-year experience in cleaning and maintenance of public buildings and grounds or an equivalent combination of education and experience

Knowledge and Qualifications

- Some knowledge of minor building repair and maintenance of plumbing, heating, cooling, and electrical systems
- Ability to operate various building and grounds maintenance tools and equipment (i.e., lawn mower, edger, buffer, vacuum cleaner, hand saw, electric drill)
- Ability to establish and maintain effective working relationships with coworkers and residents

- Ability to work both independently and as part of a team
- Valid Colorado driver's license and eligibility for coverage under HACP fleet auto insurance

Materials and Equipment Used

Building and grounds maintenance tools and cleaning equipment.

Supervisory Responsibilities

Employee does not have any supervisory responsibilities.

Working Environment and Physical Responsibilities

The employee is frequently required to stand, walk, stretch, bend, stoop, crouch and lie prone, and, upon occasion, to push, pull and/or lift objects up to or more than 50 pounds. The employee is required to use arm strength in operating hand tools and equipment. The employee works both indoors and outdoors and maybe exposed to extreme weather and temperatures. The employee is frequently exposed to skin irritants (i.e., cleaning solutions, solvents, and insecticides).

The above statements are intended to describe the general nature and level of work performed by the individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel within this classification.