



ST. CLAIR COUNTY HOUSING AUTHORITY
Administrative Department
1790 South 74th Street
Belleville, IL 62223



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www.sccha.org

JOB ANNOUNCEMENT – November 6, 2024

The St. Clair County Housing Authority (SCCHA) is accepting applications for the following position:

POSITION: Groundskeeper - Private Mathison Manor, Hawthorne Terrace and Ernest Smith Sr. Apartments, Cahokia Heights

SALARY: \$15.50 per hour

This is a full-time (40 hours per week), non-exempt position for work at the public housing properties in Cahokia Heights (Private Mathison, Ernest Smith Sr. Apartments, and Hawthorne Terrace).

An individual in this position is expected to demonstrate the ability to keep the assigned residential multi-family buildings and grounds in clean and orderly condition with good curb appeal. Ground-keeping duties involve, but are not limited to, the removal of litter, debris, furniture and other items from the grounds, emptying exterior trash cans / cigarette containers, clearing snow / ice from sidewalks and other walkways / surfaces, and performing other tasks related / needed to maintain the appearance of the assigned property(ies). The groundskeeper is also responsible for notifying management of needed repairs, dangerous conditions, and other conditions to minimize management risk / liability. The groundkeeper works in cooperation with the management staff to identify residents who continually contribute to the accumulation of trash on the premises and/or otherwise cause problems / concerns for the development(s). The groundkeeper may deliver / distribute resident notices and perform other duties and tasks as assigned.


Selected applicant must have a comprehension level and writing ability that allows them to successfully perform and record their work activities and must be able to pass a post-employment offer drug test and criminal background history.

Interested applicants **must** complete an SCCHA Application for Employment form and may submit a resume and related materials. Applications and Job Descriptions including specific requirements and qualifications for this position are available upon request by contacting:

Shanae Golliday-Anderson, Administrative Director
St. Clair County Housing Authority
1790 South 74th Street
Belleville, Illinois 62223
Phone: 618-277-3290, extension 6980

The SCCHA reserves the right to verify application information, conduct selective interviews and make the final decision with regard to applicant’s appointment to this position.

Deadline: 4:00 P.M., Friday, November 29, 2024

Approved for Posting by: 
Vera Jones, Executive Director

THIS IS AN EQUAL EMPLOYMENT OPPORTUNITY- M/F/D/V