

## **LABORER**

The Superior Housing Authority is currently accepting applications for the position of Laborer. Come join a team of committed, compassionate, and performance driven group of individuals that strive to make a difference in the community.

This is a full-time position. This also includes competitive pay, plus an estimated annual benefit package of \$40,000 which includes: Health, Life, AD&D insurance; and State pension with employer matching contribution. Additional benefits include: vacation, sick, personal leave and eleven paid holidays.

The desired educational experience would include: high school graduate or GED; and one year work experience in related field.

The Superior Housing Authority is an equal opportunity employer. Women and minorities are encouraged to apply.

### **SUPERIOR HOUSING AUTHORITY OF SUPERIOR JOB DESCRIPTION**

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<b>Title:</b>	<b>Laborer</b>
<b>Department:</b>	<b>Maintenance</b>
<b>Reports To:</b>	<b>Working Foreman</b>
<b>Prepared Date:</b>	<b>October 11, 2019</b>

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#### **SUMMARY:**

Performs custodial/janitorial work, which involves the maintenance of buildings, grounds and equipment. All maintenance work is to be accomplished in accordance with the Superior Housing Authority's Policies and Procedures. The following are considered essential functions for the job.

#### **DUTIES:**

Responsible to maintain grounds, sidewalks, driveways, common areas, exterior and interior of residential and common buildings at all public, private and new development housing units.

Responsible to perform routine maintenance and repairs as assigned. Routine maintenance and repairs include but are not limited to; caulking, unplug sinks and toilets, faucet repair and replacement, and wall prep/patching.

Document and respond to service calls as assigned.

Responsible to report to the Supervisor any physical breakdowns, damage, repairs or liabilities pertaining to the maintenance operation, including, but not limited to: equipment, structures, grounds, inventory, and general maintenance.

Assist in the preparation of units for re-rental, including and limited to: cleaning floors, window, cabinets and touch up painting.

Maintain grounds throughout seasonal changes: lawn care, landscaping and snow/ice removal.

Responsible to carry and utilize communications equipment for efficient maintenance operations, including, but not limited to: portable radio, cell phone, etc. Communication equipment must be turned on anytime employee is on-duty.

Must be available after and before normal working hours for schedule maintenance work.

Performs other duties as assigned.

Develops and maintains good working relationships with SHA staff, residents, contractor and the public.

## **QUALIFICATIONS/REQUIREMENTS:**

### **Knowledge, Skills and Abilities**

1. Knowledge of general building safety and maintenance skills
2. Knowledge of and ability to properly use: maintenance tools equipment and supplies.
3. Ability to learn and apply applicable laws and regulations regarding privacy and confidentiality and the ability to implement laws and regulations.
4. Ability to understand and carry out oral and written direction.
5. Ability to express information and instructions clearly whether by phone, correspondence or personal contact; keep accurate records.
6. Ability to work independently, organize workload and manage time effectively.
7. Ability to exercise good judgment, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
8. Ability to work effectively with people of all social and economic backgrounds.

### **Education/Experience**

1. High School graduate or GED; and
2. One year work experience in related field.

### **License/Certification**

1. Valid Driver's License is required.
2. Must be eligible to be insured under the SHA auto policy.

Note: The preceding is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties and skills required for this position. Any information acquired through employment at the Superior Housing Authority is to remain confidential.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly required to stand, stoop, kneel, crouch, or crawl; and talk or hear and is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms, and perform repetitive motions. They will occasionally be required to sit, climb or balance, and taste or smell. Must be able to regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally exert 100 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust to focus.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The following are examples of equipment used which can affect the environmental conditions notes above: Lawn equipment, to include gas operated lawn mowers, tractors and bobcat, hand held power tools, hand held radios, and cell phones.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.