

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Laborer

NON-EXEMPT

SUPERVISOR: Maintenance Manager

Duties and Responsibilities

Responsible for maintaining Authority office, dwelling and nondwelling facilities and grounds in a clean and orderly manner. Performs a variety of tasks involving cleaning and maintaining buildings and grounds.

Maintains floors by sweeping, mopping, waxing, polishing, shampooing, buffing and vacuuming carpets.

Empties waste baskets, disposes of trash and refuse.

Checks and changes light bulbs, fuses, washers, air conditioner and furnace filter.

Dusts and polishes furniture, woodwork and shelving.

Maintains grounds by picking up litter, sweeping sidewalks and parking lots, loads litter, trash, refuse on truck and takes to dump site.

Assists in cleaning vacant dwelling units for re-occupancy including cleaning appliances, equipment and painting.

Assists, maintenance aides by making minor electrical, plumbing and carpentry repairs such as replacing outlets and doorknobs.

Performs other duties as assigned.

Qualifications and Knowledge

High School graduate or GED. One year experience in cleaning and maintenance of public building and grounds or an equivalent combination of education and experience.

Good knowledge of minor building repair and maintenance of plumbing, heating, cooling, and electrical systems.

Ability to understand and follow simple instructions.

Skills in use of various building and grounds maintenance tools and equipment (buffer, vacuum cleaner, hand saw, electric drill).

Ability to perform moderately strenuous physical activity.

Ability to establish and maintain effective working relationships with other employees and residents.

Ability to understand and communicate in Spanish and English is highly desirable.

Valid Texas driver's license.

Eligibility for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Maintenance Manager or delegated Maintenance Mechanic A. Generally, methods of accomplishing assignments are limited and within established procedures. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for neatness and completeness.

The employee does not have any supervisory responsibilities.

Guidelines

All guidelines are generally oral and supplement established procedures. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

Complexity

The employee performs a limited number of tasks that are routine in nature and require little personal judgment or decision making. Instructions to the employee are detailed and specific. The course of action open to the employee is clear cut and specific.

Scope and Effect

The employee's work primarily affects the Authority's grounds, dwelling and nondwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the developments and the surrounding community.

Personal Contacts

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.

Physical Demands

The employee is required to operate some hand and power tools and equipment. Physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee uses arm strength to manipulate hand tools. The employee must occasionally push, pull and/or lift objects up to and over 25 pounds.

Work Environment

The employee works both indoors and outdoors and is exposed to weather extremes. Employee may occasionally be subject to electrical shock hazards, dangerous heights, heavy machinery, and dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides). The employee must use goggles, gloves, safety boots, and other safety equipment when required.