

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Utility Laborer

NON-EXEMPT

SUPERVISOR: Director of Maintenance

Duties and Responsibilities

Responsible for assisting in maintaining dwelling units and grounds at the Authority's housing developments and main office area. Performs manual work involving cleaning and maintaining assigned buildings and grounds. Specific duties include the following.

Assists maintenance mechanics and aides in preparing vacant dwelling units; cleans appliances, cleans restrooms, fixes plumbing, paints, cleans unit, and waxes floors, etc.

Picks up trash from yards, around dumpsters and entire property grounds.

Patches holes in walls and prepares dwelling interiors for painting.

Cleans housing management offices, moves, and arranges furniture, equipment and sets up rooms for special meetings and events.

Makes minor repairs in vacant units and changes light fixtures.

Takes household appliances to be repaired and conducts inventory on appliances.

Assists in disposing of trash and discarded items.

Periodically checks smoke alarms in dwelling units and offices.

Helps unload trash trailers and shipments of appliances, etc.

Assist in carpentry work and changes oil in maintenance equipment.

Performs other related duties as assigned.

Qualifications and Knowledge

High school graduate or GED required. One year experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience preferred.

Some knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs, and in the repair of household appliances.

Skill in the use of various hand and power tools.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to read and understand moderately complex repair manuals, and instructions/warning on cleaning agents; write service requests and maintenance reports.

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

Valid Texas driver's license.

Eligibility for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Director of Maintenance or delegated Tech I. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures and repair manual guides. 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 accuracy and completeness.

The employee has no supervisory responsibilities.

Guidelines

The employee follows established maintenance procedures and practices and service manuals in performing assigned tasks. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

Complexity

Work performed by the employee is mostly routine and repetitive in nature. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

Scope and Effect

The employee's work primarily affects the residents in the housing development to which the employee is assigned. It also impacts on the adequacy of total housing provided by the Authority. Through successful accomplishment of maintenance tasks, the Authority is able to continue to provide decent, safe and sanitary housing.

Personal Contacts

The employee's personal contacts are primarily with residents and other employees. Contacts with residents are particularly important. The purpose of these is to give and obtain information necessary to do the maintenance tasks efficiently and safely and document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a gas leak or power failure.

Physical Demands

The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers. The employee must occasionally push, pull, and/or lift objects up to and over 25 pounds.

Work Environment

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