

# 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 vacant units, assigned buildings and grounds. Specific duties include the following.

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

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

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.

Assists in taking household appliances to shop to be repaired. 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. 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.

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

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

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.

Ability to perform moderately strenuous physical activity.

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 maintenance staff. 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 low-rent 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.