



POSITION DESCRIPTION

MAINTENANCE LABORER

REPORTS TO: Maintenance Working Foreman

POSITION SUMMARY: Performs a variety of semi-skilled and unskilled tasks in the maintenance and upkeep of properties and grounds such as: cleaning apartments following tenant use, mowing lawns, pruning shrubs and trees, plowing snow, mending fences, lifting heavy objects and using a variety of hand tools and implements. The Maintenance Laborer is responsible to dress for the weather.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Performs general cleaning chores in housing units (i.e. apartments) when units are vacant, preparing them suitably for new occupancy.
2. Carries away debris for disposal.
3. Visually inspects hallways and commonplaces, eliminates any obstacles to free passage and make certain that adequate lighting is provided at all times.
4. Mows lawns and prunes trees and shrubbery to maintain a neat and healthy condition and appearance, fertilizing as needed.
5. Digs holes and trenches in preparation for work to be done by maintenance work force.
6. Washes and waxes floor surfaces and washes walls and ceilings.
7. Performs superficial repairs to water closets and drains, usually consisting of unplugging and freeing them for normal use.
8. Removes snow from grounds and premises either by plowing, snow blowing or shoveling.
9. Lifts, loads and unloads, heavy objects such as: stoves and refrigerators in to and out of trucks.
10. Uses a variety of small hand tools and implements such as: rakes, shovels, brooms, mops, pliers, hedge clippers, power mowers, vacuum cleaners, etc.
11. Sweeps parking areas and maintains clean condition.
12. Mends broken or fallen fences.
13. Maintains a check of elderly tenants, especially if they have not been observed around the premises.
14. Assists staff of maintenance department, wherever needed, including driving a truck.
15. Performs pest control tasks by operating chemical fogging machine to control insects and rodents.

16. Replaces light bulbs, resets circuit breakers and fuses.
17. Repairs aluminum inserts, glazes wood sash and doors and secures open apartments. Re-lights pilots in boilers and ranges.
18. Removes floor tiles and assists mechanic in tiling floors.
19. Performs other related duties as required.

PERFORMANCE CRITERIA:

The Laborer will be evaluated on his or her ability to perform the task delegated to them in an efficient and timely manner that is free from defect and waste of maintenance materials. Excessive callbacks to redo or complete partial work will be considered poor performance. Inability to complete unit turnover activities in a timely manner will be considered poor performance. Courtesy to residents and members of the general public is expected at all times. The ability to follow direction in the form of oral instruction or written procedure and to work with other staff in a cooperative manner is essential to good performance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. General knowledge of building maintenance.
2. Ability to operate gasoline-driven equipment such as: power mowers, snow blowers, light trucks, tractors.
3. Ability to read and understand written-instructions.
4. Ability to follow oral instructions.
5. Ability to work in hazardous and unpleasant conditions such as: snow and rain storms, infested spaces, cold and -heat.
6. Very basic understanding of care of lawns, shrubbery and trees.
7. Ability to lift heavy objects.
8. Ability to do manual work such as: digging, shoveling, sanding.

EDUCATION AND EXPERIENCE:

1. Graduation from a standard high school required.
2. No years of experience are required of this Position, although skilled building and equipment maintenance work is preferred.
3. Or an equivalent combination of education and experience deemed by the Housing Authority to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

1. Must have a valid State of Rhode Island vehicle operator's license.
2. Must be capable of operating various types of office business machines including a computer through a standard keyboard.
3. Bilingual preferred (English and Spanish).
4. Must be bondable.

PHYSICAL DEMANDS:

SEDENTARY (requires lifting 10 lbs., carrying small objects) _____
LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) _____
MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.) _____
HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) _____
VERY HEAVY (requires lifting over 100 lbs., such as moving furniture) _____

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standard	F	H. Reaching	F	O. Crawling	O
B. Sitting	F	I. Handling	F	P. Bending	F
C. Walking	F	J. Fine Dexterity	F	Q. Twisting	O
D. Lifting	O	K. Kneeling	F	R. Climbing	O
E. Carrying	O	L. Crouching	F	S. Balancing	O
F. Pushing/Pulling	F	M. Foot Controls	O	T. Vision	C
G. Hearing	C	N. Talking	F	U. Other	

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified.