



MAINTENANCE LABORER

Summary of Position Responsibilities:

To perform unskilled and diversified duties in connection with the general maintenance of buildings, grounds, and equipment. Tasks involve basic repairs, cleaning, landscaping, washing, moving appliances and heavy manual labor. Provide general assistance to other staff.

Description of Supervision/Supervisory Responsibilities:

The Maintenance Laborer performs unskilled tasks in the maintenance of properties and grounds

Essential Functions of Position:

- Cleans units before and after vacancy, removes trash, washes/vacuums floors, cleans windows, walls, and fixtures
- Mows, weeds, prunes shrubbery, waters plants/lawns and fertilizes grounds
- Plows, shovels, sands, and removes snow and ice
- Lifts, loads, and moves heavy objects, stoves, refrigerators, furniture, building materials and supplies
- Sweeps and picks up common areas, parking lots and grounds
- Drives agency vehicles delivering/removing supplies, materials, and trash
- Excavates trenches and holes in preparation of other work
- Performs custodial tasks throughout agency properties, common areas (community rooms), offices and maintenance shops
- Uses a variety of hand tools and implements for custodial and grounds work

Minimum Competencies:

Perform general cleaning, custodial and routine upkeep of properties, grounds and common areas as assigned

- Assumes responsibility, under the direction of the Maintenance Superintendent for the safe, sanitary, and attractive maintenance of grounds, common areas within assigned locations
- Responds to work orders issued for minor repairs and general upkeep of assigned areas
- Accounts for basic supplies, materials, tools, and equipment stored at areas of assignment

Education and Experience/Other Requirements:

- Ability to understand English language to an acceptable level for productivity standards- required
- High School Diploma or equivalent
- Minimum of 1 to 2 years' experience in maintenance or construction

- Massachusetts Class D driver's license unrestricted except for corrective lenses and automatic transmission, preferred
- Ability to maintain confidentiality in all assignments as mandated
- Ability to work harmoniously with other agency personnel
- Ability to interact with elderly and family settings
- Ability to be flexible and perform work under time pressure

Physical Requirements/Work Location:

- Ability to work in residential dwelling environments (bathrooms, boiler rooms, elevators, and close areas)
- Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry, and wet)
- Ability to work in environment with conditions, which may include fumes, odors, gases, chemicals, dust, moisture, sewage as well as objects. Work involves walking, bending, crawling, reaching, standing, and driving for long periods of time
- Ability to respond to and work in all weather and storm conditions, including snow and rain

Maintenance Laborer Position:

This is a manual-based job in a dynamic diversified location. While performing the duties of the Maintenance Laborer position, the employee is required to: interact and communicate frequently with the residents of THA, other team members and/or third parties transacting business with the Authority. Competency is required to operate power tools and equipment including snowplows, landscape equipment, machinery, and staging. Ability to work flexible hours including ability to be on-call 24 hours a day including nights, weekend days and holidays and overtime as assigned. Ability to lift, carry, push, pull, or otherwise move an object. Work involves walking, standing, and driving for long periods of time. Ability to lift up to 50 pounds is required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Date adopted/revised: 04/28/2021