

ATTLEBORO HOUSING AUTHORITY
POSITION DESCRIPTION

POSITION: **MAINTENANCE LABORER**

REPORTS TO: **MAINTENANCE DIRECTOR**

SUPERVISES: -----

PURPOSE:

To perform semi-skilled and other diversified duties in connection with custodial, janitorial, and general support functions of the maintenance department and/or general maintenance and repair support of buildings, grounds and equipment. Performance skills should be at the apprentice level. The incumbent should have what would be considered to be entry-level skills in the areas of plumbing, electrical, carpentry, painting and mechanical.

ESSENTIAL TASKS OF THE POSITION:

- Performs a wide range of custodial services and building and grounds maintenance at a competent level within assigned areas of the Authority.
- Assumes responsibility, under the direction of the Maintenance Director, for the safe, sanitary, attractive maintenance of grounds and common areas within assigned areas.
- Performs all minor maintenance tasks with the ability to function at an apprentice level in that no specialized knowledge in a particular trade area, certification or licensing is required.
- Assumes responsibility for writing work orders to address repairs (not requiring the skill set of a Maintenance Mechanic) and general upkeep of assigned areas.
- Assumes responsibility for basic supplies, materials, tools and equipment stored at assigned areas (property sites).
- May be assigned on a permanent, or other basis, to perform supportive services at multiple sites either periodically or according to an established schedule of work under the guidance of a Maintenance Mechanic.
- Performs basic repairs in plumbing, electrical, carpentry, painting and mechanical, as assigned and under the guidance of or with the assistance of a Maintenance Mechanic.
- Possesses and applies some ability to perform minor repairs as assigned.
- Possesses self-directed work skills in order to complete work assignments in an efficient, safe and timely manner.
- Maintains and complies with safe and sanitary work conditions for himself/herself and others at all times.
- Carries out work assignments according to the work schedule established by the Maintenance Director and Executive Director.
- Maintains a high level of work proficiency consistent with and acceptable to the Authority standards of performance.
- Exercises a level of independence in addressing and completing assignments acceptable to supervisory authority and consistent with Authority standards.

- Maintains a level of teamwork and working relationships with peers and supervisors that is at all times conducive to a productive work environment.

SECONDARY TASKS OF THE POSITION:

- Performs other duties as from time to time may be assigned that are in keeping with the mission, standards, maintenance requirements of all buildings, grounds, and all such components of the Authority.

Required to perform duties associated with seasonal tasks:

- Winter Weather: Perform all winter snow removal at assigned areas; this would include plowing, snow shoveling, ice melt and sand application to all walks and parking areas; in accordance with established Snow Removal Policy.
- Summer: Perform all grounds-keeping, mowing, trimming, lawns/shrubs/trees; raking; shoveling; mulching; weeding; flower planting.
- Fall: Grounds cleanup in conjunction with any contracted labor.
- Spring: Grounds cleanup in conjunction with any contracted labor.
- Performs all other assignments required as part of the necessary maintenance functions of the Authority and not requiring specialized knowledge.

Please submit cover letter, resume and three references to Attleboro Housing Authority, 80 South Avenue, Attleboro, MA 02703 or ahaadmin@attleborohousing.org or fax: 508-222-4389. The position is open until filled. Equal Opportunity Employer.