



HOUSING AUTHORITY

of the City of Beaumont, Texas

JOB DESCRIPTION

JOB TITLE	Utility Laborer	Date of Last Modification	08/2015
Department	Maintenance		
Reports To	Site Manager, Assistant Property Manager and/or Area Manager		
Supervises	N/A		
Salary Range			

Work Schedule	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time
Status	<input checked="" type="checkbox"/> Regular Position	<input type="checkbox"/> Temporary Position
Wage and Hour Laws Status	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt
Union Status	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union

GENERAL SUMMARY: *Summary of major reasons job exists.*

This position is responsible for performing and providing routine labor and assistance to Maintenance Mechanics and other maintenance staff and janitorial duties undertaking the care and maintenance of Authority owned facilities, units and grounds.

DUTIES AND RESPONSIBILITIES: *Majority of duties performed. Not meant to be all-inclusive or to prevent other duties from being assigned.*

1. Perform a variety of supportive tasks for maintenance mechanics as needed and directed.
2. Cleans rooms, hallways, restrooms, offices, stairways and windows.
3. Perform a variety of basic grounds maintenance duties including pick-up and removal of papers and other debris, sweeping and basic trimming of trees and shrubs.
4. Cleans and sanitizes restrooms including sinks, toilets, cabinets, lights and mirrors. Replenishes supplies as needed.
5. Assists in minor plumbing installation and repairs.
6. Sweep, vacuum, mop, strip, wax and polish floors. Vacuum and shampoo carpets.
7. Checks and changes light bulbs, fuses, washers and air conditioning filters.
8. Responsible for loading and unloading trucks, moving and hauling furniture and supplies.
9. Assists in cleaning vacant dwelling units for re-occupancy.
10. Distributes notices as needed.
11. Performs other duties as assigned.

SKILL SET REQUIREMENTS: *Knowledge, skills, and abilities normally required for competent performance in the job.*

Education/Experience: High school diploma or equivalent. One year experience in cleaning and maintenance or public building and grounds or an equivalent combination of education and experience.

Preferred Skills/Qualifications:

1. Good knowledge of techniques, methods, materials and equipment used in maintaining buildings and grounds.
2. Some knowledge of minor building repair and maintenance of plumbing, heating, cooling and electrical systems.
3. Ability to understand and follow simple instructions.
4. Skilled in use of various building and grounds maintenance tools and equipment.
5. Ability to perform moderately strenuous physical activity.
6. Ability to establish and maintain effective working relationships with other employees and residents.
7. Bondable.
8. Valid Texas driver's license.
9. Eligible for coverage under Authority fleet auto insurance.

SUPERVISION GIVEN AND RECEIVED

The employee receives instructions from the Maintenance Mechanic, Site Manager or Management Clerk, Construction Coordinator, Area Manager and/or The Director of Housing Programs.

The employee does not have any supervisory responsibilities.

COMPLEXITY/SCOPE OF WORK

The employee performs a limited number of tasks that are routine in nature and require little personal judgment or decision making. Instructions to the employee are detailed and specific. The course of action is clear cut and specific.

The employee's work primarily affects the Authority's grounds and dwelling and non-dwelling facilities. If accomplished properly, work efforts enhance the overall appearance of the developments and the surrounding community.

PERSONAL CONTACT

The employee's personal contacts are with other employees and residents. Contacts primarily concern work assignments.

PHYSICAL DEMANDS

Employee must be able to perform the essential functions of the job. This position requires the employee to be able to perform activities such as standing, lifting up to 60 pounds, walking, bending, stooping, climbing ladders, operating Authority equipment, working in cramped positions, working on roofs and at heights of 80 feet or less.

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 (i.e. cleaning solutions, solvents, and insecticides). The employee may be required to use goggles, gloves, masks, waist support belts, safety boots and other safety equipment.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified.