

## MAINTENANCE LABORER

DATE: 2021

DEPARTMENT: Maintenance

REPORTS TO: Executive Director

SUPERVISES: No Staff

**PURPOSE:** 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.

### I. ESSENTIAL TASKS OF THE POSITION:

#### A. Perform unskilled tasks in the maintenance of properties and grounds

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

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

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

### II. SECONDARY POSITION TASKS:

#### C. Perform duties as assigned

### III. POSITION REQUIREMENTS AND QUALIFICATIONS:

#### D. EDUCATION LEVEL:

1. Ability to understand English language to an acceptable level for productivity standards- required
2. High School Diploma or equivalent

#### E. EXPERIENCE IN RELATED FIELD:

1. Minimum of 1 to 2 years experience in maintenance or construction

#### F. UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:

1. Massachusetts Class D drivers license unrestricted except for corrective lenses and automatic transmission, preferred
2. Ability to maintain confidentiality in all assignments as mandated
3. Ability to work harmoniously with other agency personnel
4. Ability to interact with elderly and family settings
5. Ability to be flexible and perform work under time pressure

#### G. WORKING CONDITIONS:

##### 1. ENVIRONMENTAL PARAMETERS:

- a. Ability to work in residential dwelling environments (bathrooms, boiler rooms, elevators, and close areas)
- b. Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry, and wet)
- c. 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
- d. Ability to respond to and work in all weather and storm conditions, including snow and rain

#### H. PHYSICAL DEMANDS:

- a. Strength: Ability to lift to 50 lbs.
- b. Type: Sedentary and manual work. Ability to perform administrative duties. Ability to lift, carry, push, pull or otherwise move an object. Work involves walking, standing, and driving for long periods of time
- c. Ability to shovel snow, utilize snow blower and plow

#### H. WORK SCHEDULE:

1. Ability to work 40 hours a week
2. Must have the 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

IV. EQUIPMENT USED:

1. Competency in use of power tools and equipment including snowplows, landscape equipment, machinery and staging

V. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical:
  - a. Ability to apply principles of logical thinking and to define problems
  - b. Ability to collect data, establish facts and draw valid conclusions
  - c. Ability to solve practical problems and deal with a variety of concrete variables
  - d. Ability to interpret a variety of instructions furnished in written, verbal or schedule form
2. Communication:
  - a. Ability to record and deliver information
  - b. Ability to answer work related inquiries from others including residents/staff
  - c. Ability to converse with residents/staff/supervisors
3. Mathematical:
  - a. Ability to deal with system of real numbers
4. Administrative Detail:
  - a. Ability to complete forms
  - b. Ability to pay attention to detail

B. Manual:

1. Motor Coordination:
  - a. Ability to accurately reach, feel or handle heavy objects and equipment used in daily routine
3. Finger Dexterity:
  - a. Ability to pick, pinch or otherwise work with fingers to operate above equipment

4. Manual Dexterity:
  - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment
  
- C. Visual:
  1. Near Vision:
    - a. Clarity of vision at 20 inches or less
  
  2. Mid-Range Vision:
    - a. Clarity of vision at distance of more than 20 inches and less than 20 feet
  
  3. Far-Range Vision:
    - a. Clarity of vision at 20 feet or more