

POSITION DESCRIPTION
LABORER/UTILITY
CLASSIFICATION: LABORER

I. INTRODUCTION

The Laborer/Utility has the primary responsibility for maintenance activities at all Central Texas Housing Consortium (CTHC) properties. Duties are performed in accordance with federal, state and local laws, applicable regulations and CTHC policies and procedures.

II. COMPETENCY DESCRIPTORS:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CTHC. Uses appropriate judgment and decision making in accordance with level of responsibility. Welcomes assistance, training, and mentoring from others

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work. Asks questions to better understand the perspectives, assumptions, and conclusions of others.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate. Complies with safety procedures and proper ways to perform work.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard. Ensures clarity of all task assignments before beginning work. Is cooperative and flexible when responding to requests.

Teamwork: Employee balances team and individual responsibilities. Exhibits objectivity and openness to others' views and gives and welcomes feedback. Contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed. Understands own role within team.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Organization expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance and punctuality. Completes tasks in the timeframes requested, meeting or exceeding quality standards.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work. Requests and acts on feedback.

III. DUTIES AND RESPONSIBILITIES

- A. Perform maintenance work necessary to the upkeep and operation of complex structures, grounds and equipment. Mow grass, trim trees and bushes and clean up all grounds. Operate power lawn equipment, chainsaws, trimmers, and other equipment necessary to perform these tasks.
- B. Assist employees of higher classification in the performance of tasks requiring more skill and experience.
- C. Drive vehicle between various locations of work.
- D. Service and clean all automotive, lawn care and other equipment.
- E. Clean, scrape and prepare surfaces for repair and painting.
- F. Paint.
- G. Perform janitorial services for complex structures, to include sweeping and mopping floors and sidewalks.
- H. Clean appliances.
- I. Remove trash and garbage from grounds and structures.
- J. Load and unload trucks.
- K. Move and haul furniture and supplies.
- L. Assist with pest control and filter changes.
- M. Other duties as required.

IV. EDUCATION/SKILLS

- A. Able to operate lawn care machinery, pick-up trucks and trailers, and other miscellaneous equipment.
- B. Employee must demonstrate semi-skilled ability and experience in landscape maintenance, automotive repairs, janitorial services and apartment preparation.
- C. Exercise a high degree of tact and diplomacy in dealing with CTHC staff and residents, being careful to avoid confrontation or arguments. Employee must manifest exemplary professional courtesy and conduct at all times.
- D. High school diploma or GED required. Employee must possess reading and writing skills that will enable the employee to comprehend written materials such as safety instructions, assembly instructions and warnings.

V. WORKING CONDITIONS

Required to work indoors and outdoors in inclement weather.

VI. PHYSICAL REQUIREMENTS

Employee must be able 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 CTHC equipment, working in cramped positions, working on roofs and at heights of 80 feet or less.

VII. OTHER REQUIREMENTS

A. Employee must possess valid Class C driver's license and have a driving record which will meet requirements of the CTHC auto insurance company.

Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice the Executive Director may terminate the employee for misconduct related to the job.

B. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The Executive Director may terminate the employee for these practices.

VIII. SUPERVISION RECEIVED

This position is under the direct supervision of the Maintenance Director or his designated representative.

CERTIFICATION: I have read and understand the above position description, and I agree to fulfill all job requirements.

Employee's Signature

Date