

POSITION DESCRIPTION LABORER/UTILITY

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. 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.

III. 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.

IV. WORKING CONDITIONS

Required to work indoors and outdoors in inclement weather.

V. 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.

VI. 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.

VII. 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