

HOUSING AUTHORITY OF THE CITY OF NORWALK
MAINTENANCE LABORER

DATE: 1/18/2009

REVISED DATE: _____

REPORTS TO THE DIRECTOR OF MAINTENANCE

POSITION SUMMARY

An employee in this classification performs a variety of unskilled and semi-skilled manual tasks in the upkeep of properties and grounds such as: cleaning apartments following tenant use, pruning shrubs and trees, removing tiles and other floor coverings, snow removal, lifting heavy objects, and using a variety of hand tools and implements. Supervision is received from Maintenance Supervisors.

ESSENTIAL JOB FUNCTIONS

1. Responsible for refuse removal, cleaning and maintenance of all NHA units, sites, buildings and grounds, common areas as assigned.
2. Visually inspects hallways and common places, eliminates any obstacles to free passage and makes certain that adequate lighting is provided at all times.
3. Mows lawns and prunes trees and shrubbery and removes weeds to maintain a neat and healthy condition and appearance, fertilizing and related chemical application as needed.
4. Performs janitorial and custodial duties including removing trash from vacant units, cleaning vacant units and preparing for occupancy, and cleaning common areas.
5. Digs holes and trenches in preparation for work to be done maintenance work force.
6. Performs superficial repairs to water piping closets and drains, usually consisting of unplugging them and freeing them for normal use.
7. Removes snow from grounds and premises either by plowing, snow blowing, or shoveling and applies any necessary deicing product.

8. Lifts, loads, and unloads heavy objects, such as stoves and refrigerators into and out of trucks and apartments.
9. Uses a variety of small hand tools and implements such as rakes, shovels, brooms, mops, pliers, hedge clippers, power mowers, vacuum cleaners, et al.
10. Performs general custodial duties including sweeping, mopping, stripping and waxing floors, cleaning restrooms, policing common areas, cleaning glass in windows or doors, washing walls and ceilings, etc.
11. Sprays chemicals for the extermination of household pests in units and common spaces and ensures proper application and use of all chemicals.
12. Sweeps parking areas and maintains in clean condition.
13. Conducts extermination based on training and direction of various pests and infestations.
14. Advises Maintenance Supervisor of any observed lease violations in writing or with photographs and attends any required meetings.
15. Perform minor repairs as directed.
16. Performs other related duties as required.

NOTE: Examples of job functions listed do not include all tasks which may be found in this position.

REQUIRED KNOWLEDGE AND ABILITIES

1. Knowledge of building maintenance.
2. Knowledge of occupational hazards and safety precautions of the work.
3. Knowledge of care of lawns, shrubbery, and trees.
4. Ability to use tools and equipment necessary to perform the tasks as outlined above.
5. Ability to understand and follow written and oral instructions.
6. Ability to establish and maintain effective working relationships with coworkers, other Authority employees, and the residents.

7. Ability to work overtime and be dispatched after hours for emergency repairs in Authority properties or to report to work for emergencies when called upon by supervisors.
8. Ability to complete required maintenance forms whether paper or electronic.
9. Ability to understand and adhere to quality standards for the work tasks being performed. Adherence to quality standards shall be judged by periodic random inspections.
10. Use of computer and all related software for work orders, inspections, data entry. Etc for NHA units, sites, buildings and grounds, common areas.
11. Ability to communicate clearly and concisely, both orally and in writing with residents and superior customer service is required. Interact in a positive fashion with residents and their families.
12. Responsible to attend related HUD /or facilities management training. Ability to pass any and all related exams or field test requirements as directed by the NHA.
13. Attend and represent the NHA at resident meetings as directed by the NHA management staff. These meetings may include those scheduled after normal work hours.
14. Ability to use power equipment/tools as directed by NHA mgt staff
15. Operate power riding equipment, such as sweeper, etc.

PHYSICAL REQUIREMENTS

1. Ability to lift up to seventy five (75) pounds from the floor to overhead or handle a variety of appliances and items including refrigerators, sinks, counter tops, fan motors, toilets, etc.; ability to handle ranges and refrigerators using appliance hand trucks.
2. Ability to operate a variety of power and hand tools used in the carpentry, electrical, and plumbing trades.
3. Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawl spaces; ability to work in these positions for extended period of time.
4. Ability to work in wet, damp, hot, cold, noisy, high traffic, or dusty conditions for extended periods of time.
5. Ability to work while standing for extended periods of time.

6. Ability to climb a ladder in order to gain access to work areas or perform work.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

High school graduate or GED equivalent. Ability to read instructions and write reports of jobs performed. A Maintenance Laborer should have three (3) years previous experience in building and grounds maintenance and repair work. A candidate possessing an equivalent combination of training and experience that is sufficient to meet the above required knowledge, skills, and abilities may be considered as qualified.

SPECIAL REQUIREMENTS

1. Possession of a valid Connecticut driver's license; ability to operate/drive a truck with a plow and a van.
2. Able to be covered under the Housing Authority's vehicular insurance policy.
3. Certificate to spray for extermination or ability to obtain within one year of employment or upon request.

SAFETY REQUIREMENTS

1. Required to wear appropriate protective equipment while on job (i.e., gloves, eye goggles, face shields, etc.)