

Job Description

Job Title: Maintenance Laborer
JD# HO14
Department: HOUSING OPERATIONS
Reports To: Property Manager
FLSA Status: Non-Exempt
Approved Date: 2022

JOB SUMMARY

Responsible for manual and unskilled labor work associated with maintaining a multi-family property. May drive a truck in conjunction with work. Some technical direction may be provided by a Maintenance Mechanic. Maintains the financial health of the property with the Property and Assistant Managers. Maximizes the property's income and minimizes expenditures consistent with preservation of the physical plant. Assists in minimizing vacant units and vacancy loss. Requests approval to purchase goods and services only when needed, when policies have been followed, and when funding permits.

ESSENTIAL FUNCTIONS

Essential Duties and Responsibilities

The duties listed below illustrate of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Assists HAKC in maintaining at least a "standard" performance score under HUD's Assessment system indicators. Completes assigned work orders in a timely manner. Maintains resident satisfaction relating to work assigned.
2. Carries out the work in a manner that complies with all applicable Federal, State and local laws, regulations, and PHA policies and procedures related to: Civil and Disability rights; fair labor standards and practices; procurement of goods and services; rental integrity; OSHA standards; data privacy laws.

3. Completes work orders within prescribed timeframes and to prescribed standards. Prepares appropriate paperwork to order required materials or notifies supervisor of needed materials. Specific work may include and may be limited by availability of tools and training, but is not solely limited to: moves supplies, furniture and equipment; loads and unloads trucks; replaces light bulbs, changes filters; tests smoke detectors and replaces batteries; cleans units following the move-out of a family and cleans units in preparation for leasing; mows grass, edges and blows sidewalks and driveways, trims bushes and trees, chops trees and removes stumps, removes snow at assigned building, rakes and bags leaves, plants flowers, bushes and trees, picks up trash and provides other services relating to grounds keeping; calls appropriate vendor to clean sewers and street drains; cleans sludge beds; cleans and maintains tools and equipment; makes other minor repairs not requiring technical skills; uses computer and ensures that all information is recorded on the work order, including materials used.
4. Maintains property, including upon request of the supervisor may inspect vacant units; in the course of regularly assigned duties walks the property to check for curb appeal, hazardous conditions and other needs; inspects common areas, hallways, community rooms, and interior hallways daily and ensures that work orders are issued to address deficiencies.
5. Notifies supervisor as soon as possible of resident intent to vacate or skip-outs. Ensures that the exterior of the property, the route to the unit and the unit itself is clean and attractive prior to showing to a prospective resident.
6. Deals promptly with any hazardous situations to prevent accidents. Notifies the supervisor of any potential criminal activity and/or drug-related criminal activity observed.
7. Recommends improved operating policies and procedures.

Other Duties and Responsibilities

1. Demonstrates initiative in providing cost effective methods in completing work order and preventative maintenance.

2. Keeps management, staff and residents informed of maintenance issues.
3. Will perform other duties as assigned.

SUPERVISION RESPONSIBILITIES

The employee receives instructions from the Property Manager or Assistant Property Manager. Generally, methods of accomplishing assignments are at the discretion of the employee within parameters established by supervisor and repair manual guides. Deadlines, priorities, necessary guidelines, and scope of work are generally set by the supervisor and the employee's progress is monitored during each phase of the assignment and reviewed for compliance with procedures and for quality and completeness. The employee shows leadership abilities and may be required to be in charge of different small projects. The employee has no supervisory responsibilities.

QUALIFICATIONS AND COMPETENCIES

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

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 the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

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.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

1. Skills in use of various building and grounds maintenance tools and equipment (buffer, vacuum, cleaner, handsaw, electric drill, etc.)
2. Good knowledge of techniques, methods, materials, and equipment used to maintain buildings and grounds.
3. Ability to work outside in extreme weather conditions, with excessive dust and/or dirt.
4. Self-starter, adaptable and good communication skills.
5. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
6. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist.
7. Responsible for courteous, professional communication with other employees and residents.
8. Demonstrates accuracy and thoroughness in all specs of work.
9. Must maintain punctuality and attendance as scheduled.

EDUCATION AND EXPERIENCE

- Must possess a high school diploma or equivalent.
- Some skill in the use of the tools, machines, and materials required in common labor work and is willing and able to learn teamwork and methods with which they are not familiar.
- Ability to understand oral and written instructions.
- Must possess a valid Missouri driver's license and show evidence of personal vehicle insurance.

- Must possess strong customer service skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Climbing: pulling or moving the body above ground level.

Sitting: Remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: Transporting an object, usually by hand, arm or shoulder.

Eye/Hand/Foot Coordination: Performing work through using two or more.

Fingering: Picking, pinching or otherwise working with fingers.

Handling: Seizing, holding, grasping or otherwise working with hand(s).

Hearing: Perceiving the nature of sounds by the ear.

Reaching: Extending the hand(s) and arm(s) in any direction. Talking: Expressing or exchanging ideas by means of spoken words.

Repetitive Motions: Making frequent movements with a part of the body.

Driving: Moving body parts for automobile operations.

- **Physical Strength Lifting:**

Raising or lowering an object 10-50 pounds.

- **Vision Requirements**

Far Acuity: Ability to see clearly at 20 feet or more.

Near Acuity: Ability to see clearly at 20 inches or less.

Field of Vision: ability to see peripherally.

- **Mental Demands**

Memorization

Oral Comprehension
Written Comprehension

• **Environmental Conditions**

Required to work outside in adverse weather conditions, subject to heat, cold, winds, and dust.

CONTACTS

Work requires frequent internal contact with employees and managers and with external contacts such as residents and vendors.

OTHER REQUIREMENTS

1. Must possess a valid driver's license.
2. May be required to work an unusual work schedule.
3. Must pass employment drug screening & criminal background check.

The Housing Authority of Kansas City, Missouri is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Housing Authority of Kansas City, Missouri is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.



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EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE