



LABORER
(Maintenance Grounds Laborer)

DEPARTMENT: Asset Management
REPORTS TO: Maintenance Technician
EXEMPT/GRADE: Non-Exempt / Grade 18

SUMMARY

Maintenance positions perform rehabilitation, repair, and preventive maintenance duties to ensure the Housing Authority's units and property are in safe, clean, and proper working order.

Under close supervision this position serves as a Maintenance Grounds Laborer and performs a variety of basic maintenance and landscaping tasks related to the care and upkeep of Housing Authority offices, buildings, units, and grounds. Duties include cleaning, alterations, maintenance, repairs, and general landscaping. Receives training and experience so may meet the minimum qualifications to advance to the next level Maintenance position.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Performs general landscaping such as planting, pruning, mowing, trimming, watering, fertilizing, and weeding.
- Performs routine irrigation system maintenance, inspection, diagnostics and repair.
- Maintain grounds areas to ensure clean and free of trash, fallen leaves, and snow and ice by sweeping, raking, shoveling, picking up debris.
- Performs basic maintenance and cleaning duties to assist with unit turns including clearing drains, washing windows, sweeping, mopping, vacuuming, interior and exterior painting.
- Removes trash and debris from vacated units, offices, and surrounding areas.
- Maintain property laundry rooms in safe, clean, and proper working order.
- Assist with office building maintenance and cleaning to include dusting, polishing, stocking paper items, trash removal, cleaning bathrooms, community rooms, and offices.
- May transport, move, assemble or disassemble furniture and equipment as needed.
- May dig up broken water lines, and clear sidewalks of snow in winter in an emergency, or as the need arises.
- Assists in maintaining shop inventories on parts, tools, and supplies.
- Ensures safety compliance when performing duties. Maintains a clean and safe working area including wearing of all required personal protective equipment (PPE).
- Available for on-call rotation and responds to afterhours emergencies.

- Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Some experience performing general landscaping, basic maintenance or custodial work preferred.
- Or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work as determined by Human Resources.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of landscaping methods, principles, and techniques.
- Knowledge of basic maintenance and repairs.
- Knowledge of trailering and safely securing of items for transport.
- Ability to perform heavy physical labor and use common hand tools such as rakes and shovels.
- Ability to learn the principles and techniques of general maintenance and repair work.
- Ability to read and follow written and oral technical instructions and operating procedures.
- Ability to safely operate, maintain, and keep inventory of hand tools, power tools and equipment.
- Ability to complete duties in accordance with local, federal, state and the Housing Authorities safety regulations and standards.
- Ability to use computer systems and software programs.
- Ability to communicate verbally and in writing in a courteous, professional manner and work cooperatively with co-workers, residents, other agencies, contractors, vendors, and the public.

- Ability to drive a vehicle to different RHA properties and locations, requiring a valid Nevada Driver's License in good standing.
- Ability to perform physical work for extended periods outside in all types of weather.
- Ability to be on-call and respond to emergency after work hours service calls when assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- 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.
- Frequent sitting, standing, walking, pushing, pulling, bending, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities.
- Work indoors in an office setting, occasionally operate standard office equipment including computers, printers, telephones, and copiers.
- Work outdoors in all weather conditions, regularly operates hand tools, power tools, and power equipment.
- Regularly lift, carry, push, and pull materials and objects up to 50 pounds. Occasionally push and pull materials and objects up to 100 pounds.

ADDITIONAL REQUIREMENTS

- Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.