



Sean G. Barnicle – Executive Director
Jayne Chen – Director of Leasing & Occupancy

Judith A. Langone – Chairwoman
Jennifer M. Polito – Vice Chairwoman Anne White Scoble – Treasurer
Kevin P. Flaherty – Assistant Treasurer Patricia Starr – Commissioner

POSITION JOB DESCRIPTION

POSITION: MAINTENANCE LABORER 1
REPORTS TO: MAINTENANCE SUPERVISOR
SUPERVISES: -----

PURPOSE:

To perform semi-skilled and other diversified duties in connection with custodial, janitorial, and general support functions of the maintenance department and/or general maintenance and repair support of buildings, grounds and equipment. Performance skills should be at the apprentice level. The incumbent should have what would be considered to be entry-level skills in the areas of plumbing, electrical, carpentry, painting and mechanical.

ESSENTIAL TASKS OF THE POSITION:

- Performs a wide range of custodial services and building and grounds maintenance at a competent level within assigned areas of the Authority.
- Assumes responsibility, under the direction of the Maintenance Director, for the safe, sanitary, attractive maintenance of grounds and common areas within assigned areas.
- Performs heavy cleaning and refurbishment of vacant units, occupied units and all common areas.
- Performs application of insecticides and pest control through Massachusetts Department of Agricultural Resources, MDAR, Pesticide Certification/License.
- Performs all minor maintenance tasks with the ability to function at an apprentice level.
- Assumes responsibility for writing work orders to address repairs (not requiring the skill set of a Maintenance Mechanic) and general upkeep of assigned areas.
- Assumes responsibility for basic supplies, materials, tools and equipment stored at assigned areas (property sites).
- May be assigned on a permanent, or other basis, to perform supportive services at multiple sites either periodically or according to an established schedule of work under the guidance of a Maintenance Mechanic.
- Performs basic repairs in plumbing, electrical, carpentry, painting and mechanical, as assigned and under the guidance of or with the assistance of a Maintenance Mechanic.
- Possesses and applies some ability to perform minor repairs as assigned.
- Possesses self-directed work skills in order to complete work assignments in an efficient, safe and timely manner.

- Maintains and complies with safe and sanitary work conditions for himself/herself and others at all times.
- Carries out work assignments according to the work schedule established by the Maintenance Director and Executive Director.
- Maintains a high level of work proficiency consistent with and acceptable to the Authority standards of performance.
- Exercises a level of independence in addressing and completing assignments acceptable to supervisory authority and consistent with Authority standards.
- Maintains a level of teamwork and working relationships with peers and supervisors that is at all times conducive to a productive work environment.

SECONDARY TASKS OF THE POSITION:

- Performs other duties as from time to time may be assigned that are in keeping with the mission, standards, maintenance requirements of all buildings, grounds, and all such components of the Authority.

REQUIRED TO PERFORM DUTIES ASSOCIATED WITH SEASONAL TASKS:

- **Winter Weather:** Perform all winter snow removal at assigned areas; this would include plowing, snow shoveling, ice melt and sand application to all walks and parking areas; in accordance with established Snow Removal Policy.
- **Summer:** Perform all groundskeeping, mowing, trimming, lawns/shrubs/trees; raking; shoveling; mulching; weeding; flower planting.
- **Fall:** Grounds cleanup in conjunction with any contracted labor.
- **Spring:** Grounds cleanup in conjunction with any contracted labor.
- Performs all other assignments required as part of the necessary maintenance functions of the Authority and not requiring specialized knowledge.

WORKING CONDITIONS:

This employee can anticipate occasional exposure to inclement weather. Climbing ladders and working in cramped conditions or small spaces is routine. The lifting, carrying or maneuvering of heavy objects in excess of 50 pounds is a regular function of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Operations, methods, practices, materials, tools, equipment and terminology used in the trade.
- Applicable building codes.
- Methods and practices followed in the maintenance of tools, machinery and equipment.
- Occupational hazards and necessary safety practices.
- Possess the physical ability to regularly attend work and fulfill the essential functions of the position with or without reasonable accommodation
- Read, understand and carry out oral and written instructions.
- Work effectively without close supervision.
- Obtain or possess a valid Massachusetts driver's license and maintain an insurable status for automobile and liability coverage, as required by the position.

- Obtain or possess a valid Pesticide Certification/License through MDAR, or other applicable state agency within 1 year.
- Obtain or possess a valid Massachusetts Class 2A/1C hoisting license within 1 year.
- Obtain or possess a valid OSHA 10-Hour General Industry Safety and Health Certification within 1 year.
- Adhere to the federal requirement for a drug-free workplace.
- Communicate clearly and appropriately in speech and in writing.
- Recognize and be able and willing to work with individuals of different cultural and economic backgrounds, and participate in a work environment where an individual's differences are valued and appreciated.
- Learn and comply with Norwood Housing Authority rules, standards and program requirements

The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.