

KODIAK ISLAND HOUSING AUTHORITY

Ensure safe, decent and affordable housing; creating opportunities for resident self-sufficiency and economic independence.

JOB DESCRIPTION

Facilities Laborer

Completed by: Special Projects Consultant

Updated: 11-16-18

REPORTING STRUCTURE

Department: Facilities

Reports to: Facilities Supervisor; Facilities Lead

Reporting Staff: None

DISTINGUISHING FACTORS

Under general supervision, assists and performs a variety of work in the general maintenance and repair of Kodiak Island Housing Authority (KIHA) properties, buildings, facilities, and equipment located in Kodiak and the surrounding villages. Performs related duties as assigned.

Village travel required. Additional off island travel may be necessary for training.

ILLUSTRATIVE TASKS

1. General maintenance and repair: Assists Lead and Repairers in ensuring that buildings and equipment are maintained in a safe, clean and orderly condition in accordance with health and fire regulations; monitors maintenance schedules to assure tasks are performed in a timely manner; repairs and treats structures such as floors, showers, sinks, walls, roofs, stairways, and carpets; cleans debris from roof gutters as necessary; troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repairs door hinges; inspects various ventilation units; maintains and services kitchen equipment; arrange for disposal of hazardous waste and chemicals; moves furniture and equipment; opens and closes housing facilities and other site buildings.
2. Carpentry: Assists with rough and finished carpentry work in the repair of structures such as partitions, walls, doors, fences, window frames, roofs, office furniture and shelves.
3. Glazier: Repairs and replaces windows and panes; replaces window and door hardware; replaces glass for windows, doors, and light fixtures.
4. Electrical: Assists with electrical repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs and replaces lighting systems; inspects electrical systems for unsafe conditions; maintains and regularly tests working condition of safety equipment including fire alarm, emergency lighting, and intercom systems.

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5. Plumbing: Assists with: repairing and maintaining plumbing leaks or breaks above and below ground; repairing and maintaining appropriate functioning systems including sewer/supply lines, replacing seals and other minor parts; maintaining all underground water lines.
6. Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain; removes or paints over graffiti; repairs wall coverings.
7. Grounds Maintenance: Maintains grounds in clean and orderly manner including mowing, trimming, aerating and fertilizing lawns; sets sprinklers; replaces broken sprinkler heads; weeds; trims tree branches that create hazardous situations; maintains fire lanes around buildings and property; Utilize snow removal equipment (plow trucks, snow blowers, and shovels) to clean debris, snow, and ice from grounds, pathways, driveways, and parking lots.
8. Masonry: Assist with laying forms, mixing, pouring, finishing, and repairing concrete for sidewalks, pavers, ramps, and slabs.
9. Safety/Security/Sanitation: Assist with reporting and removing any safety hazards; reports and repairs damage to site property; reports unauthorized visitors; secures doors, windows, and grounds; responds to emergency cleanups such as spills and clogged drains.

KEY RELATIONSHIPS

- Develop and maintain professional and close working relationships with other facilities staff.
- Work respectfully and professionally with coworkers.
- Develop and maintain professional and close working relationships with outside contractors, inspectors, and service providers to ensure proper maintenance of assigned properties and facilities.
- Works professionally with customers requesting maintenance services.

SKILLS AND COMPETENCIES

- Minimum education and training: any combination of education, training, and experience or ability to learn or perform the duties and responsibilities as described. **A lack of experience in one area may not be a barrier to recruitment. KIHA is willing to train successful recruits.**
- Demonstrate basic experience of methods used in maintenance and building repair, including basic knowledge of electrical wiring, plumbing, carpentry, glass replacement, painting, and ground; safety practices and procedures relating to the building trades.
- Experience with a variety of hand tools, power tools, and equipment necessary for described tasks.
- Communicate effectively in both oral and written form; receive and give instructions and prepare work orders and reports.
- Must be able to measure distance and calculate quantities; ability to read and interpret specifications and blueprints.

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- Physical requirements: must be able to perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry up to 50 pounds of boxes, tools, equipment and materials.
- Must possess and maintain a valid Alaska Driver's License.

ABILITIES AND ATTRIBUTES

- Must be able to work well with management, coworkers, assigned staff, contractors, and customers.
- Must be open to development and advancement of skills and technical knowledge.
- Must be able to receive constructive criticism and directions.
- Must be able to work under pressure and meet project benchmarks and deadlines.
- Must be drug free and able to pass initial drug screen in accordance with Federal law.

Kodiak Island Housing Authority is an Equal Housing Opportunity Employer. This position is subject to the Alaska Native/American Indian employment preference under Section 7(b) of the Native American/Alaska Native Housing and Self-Determination Act, and Section 3 of the Housing and Urban Development Act of 1968 (12 U.S. C. 1701U) and Regulations in 24 CFR part 135.

COMPENSATION

Status:	Non-exempt
Salary Range:	HUD standard (Laborer)
Benefits:	Full fringe benefits

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JOB DESCRIPTION

Facilities Lead

Completed by: Special Projects Consultant
Updated: 11-16-18

REPORTING STRUCTURE

Department: Facilities
Reports to: Facilities Supervisor
Reporting Staff: Facilities Repairer(s), Facilities Laborer(s)

DISTINGUISHING FACTORS

Under general supervision, performs a variety of work in the general maintenance and repair of Kodiak Island Housing Authority (KIHA) properties, buildings, facilities, and equipment located in Kodiak and the surrounding villages. Performs related duties as assigned.

The Facilities Lead differs from the Facilities Repairer position in the level of responsibility. This is a working lead level. The incumbent may provide direction, establish priorities, assign tasks, coordinate work projects and the work of other personnel.

The Lead position is part of the on-call rotation for off hours service emergencies.

Village travel required. Additional off island travel may be necessary for training.

ILLUSTRATIVE TASKS

1. **Lead duties:** Provide direction, establish priorities, assign tasks, coordinate work projects, and oversee the work of assigned staff; assists in training other staff in various maintenance tasks; provides technical assistance to staff; perform lead functions as assigned by Facilities Supervisor; monitors site deliveries; contact appropriate outside agencies as needed to schedule service and inspections.
2. **General maintenance and repair:** Ensures that buildings and equipment are maintained in a safe, clean and orderly condition in accordance with health and fire regulations; monitors maintenance schedules to assure tasks are performed in a timely manner; repairs and treats structures such as floors, showers, sinks, walls, roofs, stairways, and carpets; cleans debris from roof gutters as necessary; troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repairs door hinges; inspects various ventilation units; maintains and services kitchen appliances; arrange for disposal of hazardous

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- waste and chemicals; moves furniture and equipment; opens and closes housing facilities and other site buildings.
3. Heating systems: Maintain and repair oil fired Boilers, plumbing, and support equipment; maintain and repair thermostats and other environmental control equipment; Maintain and repair solar hot water systems and pumps.
 4. Carpentry: Performs rough and finished carpentry work in the repair of structures such as partitions, walls, doors, fences, window frames, roofs, office furniture and shelves.
 5. Glazier: Repairs and replaces windows and panes; replaces window and door hardware; replaces glass for windows, doors, and light fixtures.
 6. Electrical: Performs electrical repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs and replaces lighting systems; inspects electrical systems for unsafe conditions; maintains and regularly tests working condition of safety equipment including fire alarm, emergency lighting, and intercom systems.
 7. Plumbing: Identifies plumbing problems; repairs and maintains plumbing leaks or breaks above and below ground; repairs and maintains appropriate functioning systems including sewer/supply lines, replaces seals and other minor parts; maintains all underground water lines; repairs, replaces and maintains hot water heaters and other appliances.
 8. Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain; removes or paints over graffiti; repairs wall coverings.
 9. Grounds Maintenance: Maintains grounds in clean and orderly manner including mowing, trimming, aerating and fertilizing lawns; weeds; trims tree branches that create hazardous situations; maintains fire lanes around buildings and property; Utilize snow removal equipment (plow trucks, snow blowers, and shovels) to clean debris, snow, and ice from grounds, pathways, driveways, and parking lots.
 10. Masonry: Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.
 11. Safety/Security/Sanitation: Responds to, reports, and removes any safety hazards; reports and repairs damage to site property; reports unauthorized visitors; secures doors, windows, and grounds; responds to emergency cleanups such as spills and clogged drains; Develops and implements pest control plan.

KEY RELATIONSHIPS

- Develop and maintain professional and close working relationships with assigned staff that facilitates oversight, instruction, and quality work output.
- Work respectfully and professionally with coworkers.
- Develop and maintain professional and close working relationships with the Housing Advisor and Housing Manager to ensure building, units and housing are properly inspected and maintained.
- Develop and maintain professional and close working relationships with outside contractors, inspectors, and service providers to ensure proper maintenance of assigned properties and facilities.
- Works professionally with customers requesting maintenance services.

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SKILLS AND COMPETENCIES

- Minimum education and training: any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. **A lack of experience in one area may not be a barrier to recruitment. KIHA is willing to train successful recruits.**
- Demonstrate experience of methods used in maintenance and building repair, including basic knowledge of uniform code books, Heating systems; electrical wiring, plumbing, carpentry, glass replacement, painting, and grounds maintenance including sprinkler systems; pest management; safety practices and procedures relating to the building trades.
- Experience with a variety of hand tools, power tools, and equipment necessary for described tasks.
- Communicate effectively in both oral and written form; receive and give instructions and prepare work orders and reports.
- Must be able to measure distance and calculate quantities; ability to read and interpret specifications and blueprints.
- Physical requirements: must be able to perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry up to 50 pounds of boxes, tools, equipment and materials.
- Must possess and maintain a valid Alaska Driver's License.

ABILITIES AND ATTRIBUTES

- Must be able to work well with management, coworkers, assigned staff, contractors, and customers.
- Must be open to development and advancement of skills and technical knowledge.
- Must be able to give and receive constructive criticism and directions.
- Must be able to lead by example and positively motivate assigned staff to achieve desired work product and outcomes.
- Must be able to work under pressure and meet project benchmarks and deadlines.
- Must be able to problem solve through use of experience and technical knowledge.
- Must be drug free and able to pass initial drug screen in accordance with Federal law.

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COMPENSATION

Status: Non-exempt
Salary Range: HUD standard (Maintenance Mechanic/Carpenter)
Benefits: Full fringe benefits

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JOB DESCRIPTION

Facilities Repairer

Completed by: Special Projects Consultant
Updated: 11-16-18

REPORTING STRUCTURE

Department: Facilities
Reports to: Facilities Supervisor; Facilities Lead
Reporting Staff: None

DISTINGUISHING FACTORS

Under general supervision, performs and oversees a variety of work in the general maintenance and repair of Kodiak Island Housing Authority (KIHA) properties, buildings, facilities, and equipment located in Kodiak and the surrounding villages. Performs related duties as assigned.

The Repairer position is part of the on-call rotation for off hours service emergencies.

Village travel required. Additional off island travel may be necessary for training.

ILLUSTRATIVE TASKS

1. General maintenance and repair: Ensures that buildings and equipment are maintained in a safe, clean and orderly condition in accordance with health and fire regulations; monitors maintenance schedules to assure tasks are performed in a timely manner; repairs and treats structures such as floors, showers, sinks, walls, roofs, stairways, and carpets; cleans debris from roof gutters as necessary; troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repairs door hinges; inspects various ventilation units; maintains and services kitchen appliances; arrange for disposal of hazardous waste and chemicals; moves furniture and equipment; opens and closes housing facilities and other site buildings.
2. Carpentry: Performs rough and finished carpentry work in the repair of structures such as partitions, walls, doors, fences, window frames, roofs, office furniture and shelves.
3. Glazier: Repairs and replaces windows and panes; replaces window and door hardware; replaces glass for windows, doors, and light fixtures.
4. Electrical: Performs electrical repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs and replaces lighting systems; inspects electrical

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- systems for unsafe conditions; maintains and regularly tests working condition of safety equipment including fire alarm, emergency lighting, and intercom systems.
5. **Plumbing:** Identifies plumbing problems; repairs and maintains plumbing leaks or breaks above and below ground; repairs and maintains appropriate functioning systems including sewer/supply lines, replaces seals and other minor parts; maintains all underground water lines; repairs, replaces and maintains hot water heaters and other appliances.
 6. **Painting:** applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain; removes or paints over graffiti; repairs wall coverings.
 7. **Grounds Maintenance:** Maintains grounds in clean and orderly manner including mowing, trimming, aerating and fertilizing lawns; weeds; trims tree branches that create hazardous situations; maintains fire lanes around buildings and property; Utilize snow removal equipment (plow trucks, snow blowers, and shovels) to clean debris, snow, and ice from grounds, pathways, driveways, and parking lots.
 8. **Masonry:** Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.
 9. **Safety/Security/Sanitation:** Responds to, reports, and removes any safety hazards; reports and repairs damage to site property; reports unauthorized visitors; secures doors, windows, and grounds; responds to emergency cleanups such as spills and clogged drains.

KEY RELATIONSHIPS

- Develop and maintain professional and close working relationships with other facilities staff.
- Work respectfully and professionally with coworkers.
- Develop and maintain professional and close working relationships with the Housing Advisor and Housing Manager to ensure building, units and housing are properly inspected and maintained.
- Develop and maintain professional and close working relationships with outside contractors, inspectors, and service providers to ensure proper maintenance of assigned properties and facilities.
- Works professionally with customers requesting maintenance services.

SKILLS AND COMPETENCIES

- Minimum education and training: any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. **A lack of experience in one area may not be a barrier to recruitment. KIHA is willing to train successful recruits.**
- Demonstrate experience of methods used in maintenance and building repair, including basic knowledge of uniform code books, electrical wiring, plumbing, carpentry, glass

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- replacement, painting, and grounds maintenance including sprinkler systems; pest management; safety practices and procedures relating to the building trades.
- Experience with a variety of hand tools, power tools, and equipment necessary for described tasks.
- Communicate effectively in both oral and written form; receive and give instructions and prepare work orders and reports.
- Must be able to measure distance and calculate quantities; ability to read and interpret specifications and blueprints.
- Physical requirements: must be able to perform a variety of physical labor including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry up to 50 pounds of boxes, tools, equipment and materials.
- Must possess and maintain a valid Alaska Driver's License.

ABILITIES AND ATTRIBUTES

- Must be able to work well with management, coworkers, assigned staff, contractors, and customers.
- Must be open to development and advancement of skills and technical knowledge.
- Must be able to receive constructive criticism and directions.
- Must be able to work under pressure and meet project benchmarks and deadlines.
- Must be able to problem solve through use of experience and technical knowledge.
- Must be drug free and able to pass initial drug screen in accordance with Federal law.

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COMPENSATION

Status: Non-exempt
Salary Range: HUD standard (Maintenance Repairer)
Benefits: Full fringe benefits