

KODIAK ISLAND HOUSING AUTHORITY

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

JOB DESCRIPTION

Facilities Laborer- Temporary

Updated: 8-2019

REPORTING STRUCTURE

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

DISTINGUISHING FACTORS

This a temporary (90-180 day) position which, 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.

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. Painting: applies and prepares various surfaces for paint, enamel, lacquer, varnish or stain; removes or paints over graffiti; repairs wall coverings.
4. 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.
5. Masonry: Assist with laying forms, mixing, pouring, finishing, and repairing concrete for sidewalks, pavers, ramps, and slabs.
6. 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.

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7. Other duties when sufficient skill is demonstrated or training provided.

KEY RELATIONSHIPS

- Work respectfully and professionally with coworkers and contractors.
- 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
- Must be able to measure distance and calculate quantities
- 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: Temporary/ Non-exempt
Salary Range: HUD standard (Laborer) \$21.35 per hour
Benefits: No fringe benefits