

**HOUSING AUTHORITY OF THE TOWN OF PHILLIPSBURG**  
**POSITION DESCRIPTION**

**TITLE:** Facilities Laborer

**DATE:** October 2020

**LOCATION:** Maintenance Office

**Executive Director**  
**APPROVAL:** \_\_\_\_\_

**HUMAN RESOURCE**  
**APPROVAL:** \_\_\_\_\_

---

**POSITION SUMMARY**

This is a non-exempt position of minimal to average difficulty. Tasks involved would be the cleaning and maintenance of offices and residential units. Perform various tasks in and around the buildings and grounds to improve their safety and appearance. Perform simple electrical, plumbing, carpentry and plaster/paint work.

**DUTIES AND RESPONSIBILITIES:**

A. Essential Functions:

1. Performs simple electrical, plumbing and carpentry work
2. Cleans, spackles and paints vacant units. Performs simple repairs, such as replacing light fixtures, wall plates, faucet washers etc.
3. Repairs plumbing clogs
4. Wash and clean windows and floors
5. Polish, buff, and wax floors and hallways
6. Dusts furnishings and does other work involved in the cleaning of Authority buildings and offices
7. Make minor repairs to heating, electrical, and other systems of varied types in buildings and offices
8. Maintains the grounds around Authority buildings
9. Assists other employees and, at times, contractors, in making building repairs
10. Seeks assistance from their supervisor when unsure of repair procedure or safety concerns
11. Cleans up after work has been done
12. Readies units for rental including cleaning, spackling, and painting
13. Takes care of grounds, including grass cutting and snow/ice removal
14. Completes work orders accurately, timely, and legibly
15. Responsible for the care and maintenance of tools/materials used
16. Mandatory response to 24 hour night/emergency calls and other work/emergency as deemed necessary by your Supervisor and/or the Executive Director

B. Other duties and responsibilities:

1. Report any resident problems to their supervisor
2. Reports all accidents to their supervisor
3. Reports all maintenance issues to their supervisor for work order creation
4. Reports any major building, grounds, unit, or major system maintenance issues to their supervisor
5. Performs all other related duties as assigned
6. May be required to work in adverse or unsanitary conditions such as vermin infestation

## Facilities Laborer

Page 2 of 2

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of standard tools
2. Knowledge of materials, methods, and practices used in performing general maintenance and repair work
3. Knowledge of occupational hazards and safety precautions involved in performing general maintenance and repair work
4. Knowledge of standard safety precautions to be taken in performing work
5. Ability to lift at least 70 pounds without assistance from others
6. Ability to climb ladders and work on roofs and under buildings
7. Ability to care, store and properly use needed equipment, materials, and supplies
8. Ability to understand and carry out oral instructions
9. Ability to perform accurate simple mathematical calculations
10. Ability to communicate clearly both verbally and in writing
11. Completes all reports legibly
12. Must have and maintain a current driver's license and be insurable under the Authority's automobile insurance

### REQUIRED QUALIFICATIONS:

Prefer a candidate with a High School Diploma or equivalent. Required knowledge, skills and abilities for this position would normally be gained through the equivalent of one (1) year experience and/or training, in a custodial/laborer maintenance position

**Receipt:** I acknowledge that I have received a copy of this Position Description.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_