

**TUPELO HOUSING AUTHORITY**  
**Employment Announcement**  
**External Applicants**

**POSITION: MAINTENANCE LABORER (C)**

**DEPARTMENT: Maintenance**

**SHIFT: 8- Hour**

**SALARY: Depending on Experience**

**POSTED DATE: 11/25/18**

**CLOSING DATE: UNTIL FILLED**

**See Attached Job Description for Duties and Responsibilities, Qualifications, and Other Pertinent Information.**

**Interested applicants may apply at the Win-Job Center or Tupelo Housing Authority located at 701 South Canal Street, Tupelo, MS 38804.**

**Equal Opportunity Employer**

**An equal opportunity employer, the Tupelo Housing Authority adheres to all Federal laws, regulations, and orders prohibiting, discrimination based upon age, handicap or disability, race, religion, sex, marital status, national origin and veteran status.**

# TUPELO HOUSING AUTHORITY

## JOB DESCRIPTION

### MAINTENANCE LABORER (C)

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**EXEMPT (Y/N): NO**

**LOCATION: Maintenance Shop**

**SUPERVISOR: Maint. Supervisor**

**SALARY LEVEL/RANGE:**

**SHIFT: 8 Hour Shift; On Call As Needed**

**DEPARTMENT: Maintenance**

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#### **SUMMARY**

Performs manual labor of a semi-skilled level. Responsible for maintaining properties and grounds; and assisting skilled employees as directed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ❑ Maintain grounds and yards in assigned areas, cut and trim grass and shrubbery, plant seeds, fertilize and sod, as directed.
- ❑ Load and unload materials.
- ❑ Assist in the installation of appliances and maintenance of assigned units.
- ❑ Clean and paint designated rental units
- ❑ Clean and maintain equipment.
- ❑ Perform assigned duties and activities in a safe and reasonable manner with due regard to the safety of self and others.
- ❑ Responsible for the care and security of assigned tools and equipment.
- ❑ Report to the Superintendent any and all unsafe and unsatisfactory conditions existing on, or in, Housing Authority property.
- ❑ Maintain satisfactory relationship with tenants, and behave in a responsible and professional manner when working with residents.
- ❑ Responsible for cooperating with and maintaining a good working relationship with all Housing Authority employees. Such relationship shall encourage an atmosphere which is conducive to the efficient accomplishment of the Authority's mission.
- ❑ Perform other duties as required.

#### **SUPERVISORY RESPONSIBILITIES:**

None

#### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations, which do not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION EXPERIENCE:**

- ❑ High school diploma, GED or vocational school required. Experience in carpentry desired.

## **LANGUAGE SKILLS:**

- Ability to understand and follow oral and written instructions.

## **REASONING ABILITY:**

- Ability to apply basic logic or reason in routine and non-routine functions of operation, maintenance and construction.

## **CERTIFICATION, LICENSES AND REGISTRATIONS:**

- A valid driver's license is required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations, which do not create undue hardship, will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; frequently required to use hands and fingers to feel, control and operate power tools and equipment. Employee is required to frequently stand, walk, sit, crouch, climb, balance, stoop, kneel and reach with hands. Employee must regularly lift and/or move up to 50 pounds. Specific vision requirements include close vision, peripheral vision, distance vision, color vision and the ability to adjust focus. Must have physical strength and agility to perform manual labor for extended periods of time.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations, which do not create undue hardship, may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving equipment; occasionally exposed to electrical shock; regularly exposed to moderate to very loud noises. The employee frequently works outside in extreme weather conditions from rain and cold to extreme heat; is exposed to humid/wet conditions, fumes, airborne particles and vibration and occasionally toxic chemicals.

11/3/04