



Baranof Island Housing Authority

245 Katlian Street, Sitka, Alaska 99835
(907) 747-5088

POSITION TITLE: Maintenance Laborer

STATUS: Temporary Non-Permanent, Non-Exempt, Hourly

POSITION SUMMARY:

Responsible for maintenance of BIHA property. Perform any combination of the following duties on maintenance projects: assist maintenance supervisor; paint interior walls, ceilings and exterior structures; basic landscaping and grounds keeping; janitorial duties, and other duties as required to properly maintain housing properties and equipment.

Perform a variety of tasks involving dexterous use of hands, hand tools and power tools, for example; using pick and shovel, operating weed and brush cutters, paint, pressure wash, etc.

Hours worked may vary as need is determined. Maintenance laborer must be able to quickly and efficiently transfer from one task to another where demands require a worker with varied experience and ability to work without close supervision.

Must be able and willing to respond to emergency maintenance situations on an on-call basis.

AUTHORITY: Supervised by the Maintenance Supervisor.

POSITION DUTIES AND RESPONSIBILITIES:

- Assist in inspections on all BIHA properties.
- On call 24 hours.
- Perform maintenance repairs on rental property and vacant units.
- Use variety of hand and power tools and equipment to provide maintenance and landscaping.
- Provide consistent documentation of work order status.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or equivalent.
- One year of technical maintenance training/education or formal training/education in related fields.
- Two years of experience in building construction, property maintenance, or related field.
- Appropriate additional experience may be substituted for the required education on a year to year basis.

- Knowledge of building maintenance, home repair, and heating systems.
- Ability to provide general upkeep of electrical, plumbing, and heating systems.
- Knowledge of safe work practices.
- Ability to work both independently and with others.
- Ability to operate power tools and equipment.
- Ability to work through difficult situations in a considerate and positive manner.
- Ability to maintain confidentiality regarding programs and clients.

WORKING CONDITIONS:

- Work may include extended time outdoors.
- The ability to regularly lift 50 pounds without difficulty is required.
- Some time spent in attics, crawl spaces, and other enclosed areas.
- Baranof Island Housing Authority maintains a drug free and smoke free workplace.

OTHER REQUIREMENTS:

Must possess a valid Alaska driver's license. No DWI's or DUI's or other suspension of license are acceptable within the last five (5) years.

Mandatory drug screening is required prior to hiring and random screening will be performed during employment.

Applicant is subject to criminal background check.

Grade Level: Grade 5-6.

NOTE:

This job description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. Baranof Island Housing Authority (BIHA) reserves the right to revise this job description at any time.

Employment with BIHA is at-will. This means that BIHA may terminate the employment relationship at any time, with or without cause and with or without notice, so long as the termination does not violate federal or state law. No statement to the contrary, whether written or oral, is binding upon BIHA, except when authorized in writing by the Board of Commissioners and the Executive Director.