



## Baranof Island Housing Authority

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

POSITION TITLE: Maintenance Laborer

STATUS: Full Time Permanent, Non-Exempt, Hourly

POSITION SUMMARY:

Perform maintenance, grounds care, and custodial duties as assigned. Duties include, but are not limited to, general grounds keeping and debris pick-up, cleaning out vacant units and preparing units for new tenants, cleaning common areas in BIHA facilities, providing labor support to Maintenance Technicians and others, and other duties as required to properly maintain housing properties and equipment.

Maintenance Laborer must be able to quickly and efficiently transfer from one task to another.

AUTHORITY: Supervised by the Maintenance Supervisor.

POSITION DUTIES AND RESPONSIBILITIES:

- Must practice safety precautions and be safety conscious at all times.
- Performs specific grounds care tasks including, but not limited to, landscaping, mowing, trimming, edging, weeding, pruning, fertilizing, watering, reseeding; sweeping walks and drives; repairing signs; removing snow, spreading sand and/or ice melt.
- Operates and maintains powered grounds care equipment such as edgers, trimmers, vacuums, blowers, sprayers, spreaders, and chain saws.
- Uses and maintains non-powered grounds care equipment such as shovels, axes, hoes, wheelbarrows, saws, trimmers, and hedge clippers.
- Reports to supervisor any items requiring maintenance or repairs as well as any unusual or unsafe conditions.
- Transports trash and debris to appropriate disposal location.
- Prepares vacant units for occupancy by way of washing walls, cleaning floors, cleaning appliances and windows and other duties as assigned.
- Performs interior and exterior painting and pressure washing.
- Assists Maintenance Technicians with general labor duties, preventative maintenance tasks and minor repairs.
- Performs other duties as directed by the Maintenance Supervisor.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- High School diploma or equivalent.
- One year of work experience in related field or equivalent combination of training/education and work experience in related field.
- Some knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities and equipment.
- Some knowledge of general grounds care procedures and maintenance.
- Ability to exercise care in the use of materials, equipment, and tools.
- Ability to follow oral and written instructions.
- Ability to perform tasks requiring moderately heavy manual work.
- Ability to regularly and safely lift 50 pounds without difficulty.
- Ability to establish and maintain effective working relationships with other employees, tenants, and the general public, providing a high level of customer service.

## WORKING CONDITIONS:

- Work may include extended time outdoors in inclement weather.
- 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 be at least 21 years of age.
- Must possess a valid Alaska driver's license and have an acceptable driving record.
- Applicant is subject to criminal background check.

Grade Level: Grade 4-5.

## 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.