



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

ASHEVILLE HOUSING AUTHORITY JOB DESCRIPTION

Housing Authority Resident Employment Training Program

JOB TITLE: GENERAL LABORER (Trainee)

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of semi-skilled and unskilled tasks in the maintenance and repair of facilities, grounds maintenance, janitorial services, and general maintenance work required to maintain the housing units and community areas in a safe, decent and sanitary manner. Work will include the knowledge, initiative, and use of good judgment in building, grounds, and janitorial maintenance tasks. Reports to the AMP Manager (This is a non-exempt position under FLSA).

Applications will be accepted at the Housing Authority Central Office. Please contact Lafredia Morris at 828-258-1222 or visit www.haca.org for an application. The Housing Authority is an equal opportunity employer.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Responsible for professional relations with all staff, residents, other organizations and the community at large.
- Perform general cleaning services in housing units such as sweeping, mopping, and waxing floors. Cleaning fixtures, walls, and ceilings. Cleaning and servicing appliances such as ranges and refrigerators. Cleaning windows, screens, doors, etc.
- Perform general grounds cleaning by picking up debris; raking leaves, removing abandoned property.
- Maintain grounds by mowing, trimming, edging, using a hand mower, push power mower or a riding mower. Use of small powered equipment such as line trimmers, weed eaters, and edgers may be required.
- Perform basic landscaping duties such as pruning and hedging plants, bushes and trees. Required to plant bushes, shrubs, and trees and to fertilize lawns and shrubbery to maintain a neat and healthy condition and appearance.
- Perform minor repairs to units such as replacing screens, windows, curtain rods,

GENERAL LABORER

shades, globes, towel brackets and bars. soap dishes. etc.

- Assist in removing and replacing damaged floor tile, painting of occupied and vacant units, replacing and finishing walls, and ceiling surfaces. Installation and repair of appliances.
- Assist in the repair of broken water lines, sewer lines by digging holes and trenches and assisting in making needed repairs.
- Assist in the installation of new doors, windows, wallboard, counter tops, plumbing fixtures, electrical, heating and air conditioning equipment.
- Remove snow and ice from roads, paths, walks, driveways, steps and parking areas by using small hand tools and powered equipment
- Assist in the repair of roofs, gutters, down spouts, fences, block walls, etc.
- Assist in the repair of concrete or asphalt surfaces.

ADDITIONAL JOB FUNCTIONS

Performs other related work as assigned by supervisory personnel. The above duties are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements

MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school or equivalent.

SPECIAL REQUIREMENT

- Enroll in the Housing Authority of the City of Asheville's Family Self Sufficiency Program;
- Possession of valid North Carolina driver's license and ability to operate a motor vehicle up to and including a 1-1/2-ton truck;
- Perform duties as a CRITICAL SERVICE AREA employee;
- Report to work in bad weather conditions whether or not other employees are required to report.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

GENERAL LABORER

Physical Requirements: Must be able to operate a variety of small powered equipment including gas blowers and mowers. Must be able to move objects of up to 70 pounds occasionally, and/or up to 10 pounds frequently, and/or a negligible amount constantly. Requires the ability to stoop, crouch, climb and/or stretch arms, legs or other parts of body to grasp objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate to people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of drawings, reports, correspondence, manuals, regulations, work orders, etc. Requires the ability to prepare correspondence, reports, work orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate to people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in civil engineering and architectural terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide; calculate decimals and percentages; interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Color Discrimination: Require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of building and grounds maintenance.
- Possession of a valid North Carolina drivers' license and the ability to operate a

GENERAL LABORER

motor vehicle up to and including a 1 ½-ton truck.

- Ability to operate power equipment such as riding mowers tractors snow blowers, etc.
- Ability to read and understand written instructions.
- Must be able to lift up to 70 pounds.
- Extensive walking, climbing, kneeling, and bending are required.
- Ability to follow oral instructions.
- Ability to establish and maintain effective working relationships with supervisors, subordinates and fellow employees Ability to relate to and communicate with low-income residents.
- Must be able to pass a physical -and drug examination.
- Ability to work in hazardous and unpleasant conditions, such as snow and rainstorms, infested spaces, cold and heat.