

Brookline Housing Authority

Position Description

Position Title:	Laborer	Department:	Maintenance
Reports to:	Foreman	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

Summary

The primary purpose of this position is to perform a variety of custodial, grounds keeping, and other tasks to assist with the maintenance and upkeep of the Brookline Housing Authority properties. The incumbent is responsible for ensuring that each resident receives clean, safe, and decent housing.

All activities must support the Brookline Housing Authority (“BHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Provides custodial maintenance for common areas such as, lobbies, community halls, offices, restrooms, and laundry rooms.
- Assists with Authority office moves and moving furniture in common areas.
- Maintains floors by sweeping, mopping, waxing, and buffing.
- Maintains BHA grounds, garbage container areas, hallways, and parking areas in a neat and orderly manner, not allowing any trash to accumulate and emptying garbage containers in common areas and assigned offices.
- Performs lawn and landscaping care, including, but not limited to: cutting grass, trimming hedges, watering grass and shrubs, and raking. Performs snow and ice removal as needed.
- Assists with preparing vacated units by performing tasks such as painting, cleaning floors, and cleaning appliances.
- Maintains ground maintenance equipment and automotive and motorized equipment.
- May replace common area lighting, and with supervision, replace apartment lighting.
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

Customer Service: Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware

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of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

High School Diploma, GED, or vocational school equivalent required and a minimum of one (1) year of experience in a housekeeping, custodial, or grounds-keeping role. An equivalent combination of education and experience may be considered. Must possess a valid Massachusetts driver's license and be insurable under the Authority's plan.

Technical Skills

To perform this job successfully, the employee should be able to successfully operate a variety of applicable hand-held tools and equipment. Must have the ability to learn proper use of other tools and equipment as required by assigned tasks.

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 may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to travel to various Authority properties to clean and maintain grounds. Daily movements include sitting; standing; reaching and grasping; moving about the properties; and attending onsite meetings and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must regularly transport up to 50 pounds.

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 may be made to enable individuals with disabilities to perform the essential functions.

The position generally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud and the environment may be more hazardous than a standard office environment. This position may be required to work with contractors as well as Authority residents.

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Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

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