



Job Posting

Position: Maintenance Laborer

Biloxi Housing Authority ("BHA") an organization in the affordable housing industry is seeking a skilled and reliable Property Maintenance Laborer. The primary purpose of this position is to perform a variety of janitorial and grounds keeping tasks to assist with the maintenance and upkeep of the BHA buildings and grounds. The incumbent is responsible for ensuring that each resident receives clean, safe, and decent housing.

The ideal candidate will collaborate with the Maintenance Department to maintain BHA's properties both inside and outside.

All activities must support the Biloxi Housing Authority ("BHA" or "Authority") mission, strategic goals, and objectives.

Essential Duties and Responsibilities:

- Maintains grounds throughout all BHA sites.
- Cleans up trash throughout properties, including in dumpster areas, bushes, and surrounding units.
- Empties out vacant apartments. Removes food, trash and furnishings and hauls to dump.
- Assists Warehouse clerk with removal and hauling white goods to recycle or dump.
- Performs lawn and landscaping care including but not limited to: trimming hedges, watering grass and shrubs, and raking.
- Pressure washes buildings, sidewalks, drives, and other areas.
- Removes algae and mildew from buildings and structures using appropriate cleaning supplies and methods.
- Maintains playground areas by raking mulch and removing rocks, glass, sticks, and other debris in order to maintain a clean, level, and safe play area.
- Maintains communication regarding maintenance issues with customers and BHA personnel; reports problems regarding unsafe or unsatisfactory conditions to supervisor.
- Completes all assigned work in a timely manner.
- With prior supervisory notice and approval, may work emergency and after business hours.
- Performs other duties as assigned.

Education/Experience:

High School Diploma or GED and one (1) year of related experience in property maintenance. Must possess a valid Driver's License and be insurable under the Authority's plan.

Must be able to pass background check and drug screening.

Location: Biloxi, MS. Only local travel may be required.

Compensation: \$25,800 - \$34,800

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Position Description

Classification: **Maintenance Laborer**
Supervisor: **Maintenance Supervisor**
Department: **Maintenance**
Status: **Non-Exempt** Pay Grade/Range:

Summary

The primary purpose of this position is to perform a variety of janitorial and grounds keeping tasks to assist with the maintenance and upkeep of the BHA buildings and grounds. The incumbent performs tasks related to grounds, janitorial, equipment delivery and vacancy trash outs. The incumbent is responsible for ensuring that each resident receives clean, safe and decent housing.

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

Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the housing authority.

1. Maintains BHA grounds, parking areas, sidewalks, and fence lines, including removing and disposing of debris, trash, and furniture; cleaning roofs, gutters and ditches; installation; replacing and repairing clothesline poles and wash lines; installing or repairing steps, sidewalks, fences and other non-dwelling equipment; patching potholes; fills in holes throughout property grounds as needed.
2. Responsible to maintain assigned tools and equipment including equipment trailers.
3. Cleans up trash throughout properties, including in dumpster areas, trash chutes and trash rooms, bushes, and surrounding units.
4. Performs lawn and landscaping care including but not limited to: cutting grass, trimming hedges, watering grass and shrubs, and raking.

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5. Pressure washes buildings, sidewalks, drives, and other areas.
6. Removes algae and mildew from buildings and structures using appropriate cleaning supplies and methods.
7. Maintains playground areas by raking mulch and removing rocks, glass, sticks, and other debris in order to maintain a clean, level, and safe play area.
8. Maintains communication regarding maintenance issues with customers and BHA personnel; reports problems regarding unsafe or unsatisfactory conditions to supervisor.
9. Completes all assigned work in a timely manner. Completes work orders within the timeframe given. Provides detailed description of work performed including a minimum of two pictures, two sentences and materials used in the work order software system for each task completed.
10. Assists the vacancy crews by removing carpet, trash, furniture, and other items from vacated units.
11. Removes, stores, transfers and discards abandoned tenant belongings from vacated apartments.
12. Assists the Inventory Control Specialist or Maintenance Supervisor with deliveries of appliances, parts, and other equipment to the sites.
13. Maintains all signage and posts. Replaces signs and posts as needed on all sites. Installs signs including, but not limited to, handicap parking, parking lot, and directional signs, office signs and apartment addresses.
14. Runs specialty equipment to grind sidewalks.
15. Uses brushes, rollers and airless spray equipment to apply the required number of coats of paint, enamel, varnish, lacquer, or other protective or decorative material on a variety of surfaces, including wall and ceiling board, wood, metal, plaster, stucco, concrete, or brick.
16. With prior supervisory notice and approval, may work emergency and after business hours.
17. Performs other duties as assigned.

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Required Knowledge, Skills and Abilities

1. Knowledge of BHA building facilities and equipment.
2. Knowledge of BHA rules, policies, and safety procedures.
3. Skills in the proper use and care of light motorized equipment and hand and simple power tools.
4. Knowledge of general repair and preventive maintenance techniques; and demonstrated ability to skillfully apply knowledge in performing assigned work.
5. Ability to operate and use computer software (Excel, Word, Outlook and housing management programs), tablet and smartphone.
6. Ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals.
7. Ability to read and understand work orders and assignments given in writing, or orally in English.
8. Ability to read and understand directions, instructions, warnings, service manuals and BHA policies and procedure manuals in writing, or given orally in English.
9. Ability to properly complete paperwork and close work orders.
10. Ability to coordinate and perform multiple functions simultaneously.
11. Ability to work outside for long periods of time in all kinds of weather.

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.

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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 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.

Supervision

The employee receives supervision and assignments from the Maintenance Supervisor. Courses of action, deadlines and priorities are set by BHA operational needs or the Maintenance Supervisor, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction and within established BHA policies, trade and industry standards, and health, safety, and city and state codes and ordinances. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed regularly for accuracy, completion, and compliance with policies and procedures.

Minimum Education and/or Experience

1. High school diploma or GED or trade or vocational school certification and a minimum of one (1) year of related experience in a maintenance or grounds keeping role; or
2. Any equivalent combination of education, training, and experience, which, in the sole determination of the BHA, provides the required knowledge and abilities, may be considered sufficient.

Special Requirements

1. Must possess a valid driver's license, reliable transportation and be insurable under BHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.

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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 and throughout 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 routinely transport up to 100 pounds.

Working 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.

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.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]