

BLACKFEET HOUSING

JOB DESCRIPTION

Job Title: Maintenance Laborer

Department: Maintenance

Reports To: Maintenance Supervisor

Summary of Work: This position performs a variety of routine tasks to assist in production activities. Helps installation, maintenance, and repair workers in maintenance. Performs duties, such as furnishing materials and supplies to other workers; cleaning vacant unit areas and HG office areas.

Essential Duties and Responsibilities: Include the following.

- Loads and unloads items from dump truck
- Lifts raw materials
- Load, unload, or stack containers, materials or products.
- Maintain production or work records.
Mix paint, ingredients, or chemicals, according to specifications
- Move or lift heavy objects
- Must adhere to Blackfeet Housing Vehicle Policy
- Observe work hours
- Performs assigned duties
- Demonstrates punctuality
- Maintains accurate and timely records
- Deals tactfully and courteously with the public
- Adheres to strict confidentiality
- Other duties as assigned.

Education/ Experience:

- High School Diploma or GED equivalent required.
- Basic plumbing and carpentry techniques

Certificates, Licenses, Registrations:

Must have a valid Montana Driver's

Human Contact:

Daily Contact with:

- Maintenance supervisor/secretary
- Occupancy department
- Renovation department
- Rental/mutual tenants
- Community/public

Language Skills: This position requires the ability to: communicate effectively orally and in writing; follow verbal and written instructions.

Mathematical Skills:

N/A

Responsibility for equipment, records, or facilities:

- Must adhere to vehicle maintenance program
- Handle tools and power tools

Financial Responsibilities:

N/A

Responsibility for safety of others:

N/A

Work of others/Supervisory Responsibilities:

N/A

Job environment/hazards:

- Deal with irate individuals
- Possible contact with hazardous materials
Encounter unsanitary conditions in units
- Required to work in/out of the office setting

Physical demands:

- Must be able to lift loads up to 65 lbs.
- Must be able to conduct all physical requirements with no existing conditions that will restrict you from job requirements.

Mental demands:

- Must be able to maintain sound judgment under stressful conditions.

Employee

Date

Supervisor

Date