

## BLACKFEET HOUSING

### JOB DESCRIPTION

**Job Title:** Laborer (temporary)

**Department:** Maintenance/Renovation

**Reports to:** Department Manager or Supervisor of Maintenance/ Renovation

**Summary of Work:** This position performs a variety of labor tasks in Department they are assigned to. Help with manual duties in maintenance or department they are working at. Perform duties, such as furnishing materials and supplies to other workers, cleaning vacant unit areas, groundskeeping, and heavy lifting. **NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned to every duty.

**Essential Duties and Responsibilities:** Include the following.

- Cuts and maintains lawns and grass
- Maintains yards around units and multi-units
- Performs routine cleaning and maintenance of ground equipment
- Operates light trucks and assorted power equipment
- Inspects truck prior to beginning routes to ensure safe operating conditions
- Lifts raw materials, loads and unloads materials.
- Does manual labor in department they are assigned to work at.
- Helps maintenance perform a variety of tasks.
- Furnishing materials & supplies to workers
- Cleaning vacant units and area around it
- Inspects truck prior to beginning routes to ensure safe operating conditions.
- Responsible for picking up and collecting waste, garbage or refuse and emptying trash cans or bins to ensure that area is free of any unwanted refuse or trash.
- Transport trash to dumps, landfills, or recycling centers.
- Loads and unloads items from dump truck.
- Groundskeeping
- Snow removal and keep areas clear of ice around buildings.
- 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 preferred  
. Basic plumbing and carpentry techniques preferred.  
H.S. students are not required to have Diploma

**Certificates, Licenses, Registrations:**

Must have a valid Montana Driver's License  
H.S. Student not required  
Work Physical Required  
Sports Physical for HS students is acceptable

**Human Contact:**

Daily Contact with: Housing Departments  
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:**

- **Must always be aware of surroundings**
- **always practice safe driving**

**Work of others/Supervisory Responsibilities:** N/A

**Job environment/hazards:**

- Dealing 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.  
Work Physical required

**Mental demands:**

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

Employee \_\_\_\_\_  
\_\_\_\_\_ Date Supervisor

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