

**TIOGA/BRADFORD COUNTY HOUSING AUTHORITY****LABORER CLASSIFICATION****JOB DESCRIPTION****QUALIFICATION:**

High School Graduate or successful completion of GED preferred; minimum one (1) year practical Laborer work experience in Residential Housing, General Construction, Educational or commercial environment; ability to lift 50 lbs.; ability to maintain good rapport with the public, residents and coworkers; must pass a drug and background screening; must possess a PA Drivers License.

**DUTIES:**

1. Responsible for general labor in maintaining all aspects of the Housing Authority (HA) owned buildings.
2. Laborer will assist with landscaping and snow removal at each HA building as assigned by the Maintenance Foreman.
3. Laborer must have knowledge to operate small engine equipment as well as basic tools required for tasks assigned to them by the Maintenance Foreman.
4. Laborer will conduct tasks such as sheet rock repair, tile replacement, caulking, installation of window air conditioners, ceiling tile replacement, etc., as assigned by the Maintenance Foreman.
5. Laborer will complete all tasks necessary for the turnover of vacant apartments in all HA buildings. This will include but may not be limited too, painting, cleaning, wall and ceiling repair, appliance replacement, etc.
6. Laborer will be responsible for moving appliances, when necessary, in all HA buildings.
7. Laborer will be available for after hour call outs and overtime when necessary. This will be assigned by the Maintenance Foreman.
8. Laborer must follow all HA safety procedures in using all Authority supplies and equipment.
9. Laborer will always present themselves in a courteous and respectful manner while representing the HA to all residents, co-workers and other visitors to the building.