

Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Construction & Maintenance Laborer
Department:	Maintenance
Reports To:	Construction & Maintenance Supervisor
Classification:	Full-time
Status:	Non-exempt
Salary Range:	\$10.00-\$13.00 hourly; starting salary is determined by experience & funding
Location:	Norfolk, NE or Omaha, NE
Hours of Work:	Monday through Friday, 8:00am-4:30pm, variations in days and time as needed, on-call
Approval Date:	11/4/17

Job Function:

This position assists in the completion of maintenance and repair projects for housing units. The primary function of this position will be lawn care and snow removal, with basic carpentry, construction and remodeling tasks as well as other housing related activities as needed. The Maintenance Laborer is responsible for providing high quality customer service and timely completion of all assigned projects and tasks.

Essential Responsibilities and Duties:

(Although NPHA has considered most basic functions of maintenance and construction responsibilities, the duties below are not inclusive or all required tasks.)

1. Responsible for lawn care and snow removal at NPHA housing units and office sites.
 - a. Working knowledge of snow blower, skid loader, mower, trimmer, and other related equipment.
 - b. Application of fertilizer and pesticides.
2. Working knowledge of proper use of construction tools and maintenance and construction techniques
 - a. Assist in the completion of maintenance, remodeling, and construction projects on housing units through on-the-job training.
 - b. Preparing job sites including removal of damaged or defective parts or sections of structures such as removing shingles from roofs, and removal of flooring materials using hand and/or power tools.
 - c. Shape or cut materials to specified measurements, using hand tools, machines, or power saw.
 - d. Assist in installing structures and fixtures, such as roofs, windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
 - e. Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
3. Assist and complete preventative maintenance on NPHA housing units.
4. Assist in hazardous waste cleanup through approved NPHA processes.
5. Pick up, deliver, and load/unload materials to job sites.
6. Responsible for clean-up and preparation of job sites.
7. Responsible for regular cleaning and maintenance of NPHA vehicles
8. Assist in organizing department inventory.
9. Perform other duties as assigned.

Knowledge, Skills, and Abilities:

1. Basic knowledge of residential construction and remodeling trades, practices, procedures, techniques, tools and equipment, and materials.
2. Understand verbal and written instructions to complete roofing, flooring, window replacement, or other remodeling and/or construction projects.
3. Minimal ability to read blueprints.

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www.poncahousing.org, admin@poncahousing.org

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4. Safely operate a variety of equipment and tools including but not limited to air compressors, pneumatic nail guns, saws, drills, tape measures, levels, and hand tools.
5. Ability to accurately read and use tape measures.
6. Mathematical skills and analytical skills necessary to take and compute measurements and complete estimates.
7. Ability to tow and maneuver trailers.

Relationship and Authority

No supervisory responsibilities.

Requirements and Qualifications:

1. High school diploma or its equivalent.
2. Must provide own basic tools; list provided by NPHA.

Preferred Qualifications:

1. Associates degree in construction or related field.
2. Minimum of 2 years in some type of construction preferred.

Physical Requirements/Working conditions:

1. 90% of time is spent working at job sites indoors or outdoors, which could entail extreme weather conditions with high or low temperatures.
2. Driving throughout NPHA service area is required.
3. 90% of the job requires performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, bending, stooping, standing and handling of materials and using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
4. Ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet, working at heights for extended periods of time, working in tight areas such as crawl spaces.
5. Ability to work with heavy tools, lumber and materials.
6. Ability to lift and manipulate objects of up to 80 lbs. for 50 feet.

NPHA Requirements:

1. Ability to follow all NPHA policies and procedures.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to be understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a “best practice” approach in housing functions.
5. Must have as a valid Driver’s License and be insurable throughout the duration of employment.
6. Comply with drug and alcohol free workplace policies.
7. Successful completion of background screens.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Employee Name

Signature

Date

Supervisor Name

Signature

Date

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