



CAMBRIDGE HOUSING AUTHORITY
Human Resources Department

Position Description

Please Post

To: All Interested Individuals
From: Earnest Offley, Director of Human Resources
Re: Job Opportunity – **Casual Laborer**
Date: January 11, 2016

Casual Laborer

The primary purpose of this position is to assist with performance of unskilled tasks such as cleaning apartments and offices and maintaining Authority grounds. The Casual Laborer will provide related alterations and maintenance for buildings and assist in the preparation of work to be performed by various trades. By LIUNA contract agreement with the CHA, employment will not exceed 16 consecutive weeks.

Education and/or Experience

High school diploma, GED, or possession of a vocational technical certification beyond high school and experience in a related area. Working knowledge of the Massachusetts Building Code is preferred. Must have a valid Massachusetts driver's license and be insurable under CHA policies. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, the employee should have a general knowledge of carpentry, plumbing, heating, painting, and masonry and be able to successfully operate a variety of applicable hand-held tools and devices. Must have the ability to learn other devices as required by assigned tasks

Reports to: **Site Manager**
Salary: **\$16.00 per hour**
Deadline for application: **January 25, 2016**

Please send cover letter and resume to: **Cambridge Housing Authority**
362 Green Street 3rd Floor
Cambridge, MA 02139
Attn: Human Resources Department

Electronic submissions may be made to: jobs@cambridge-housing.org

Please reference position title in subject line



CAMBRIDGE HOUSING AUTHORITY
Human Resources Department

Position Description

It is the policy of the Cambridge Housing Authority to give preference in employment to Section 3 eligible individuals. The Cambridge Housing Authority is an equal opportunity affirmative action employer. Minorities, handicapped and others are encouraged to apply.

TDD 1800-545-1833 x 112 (Telecommunications devices for the deaf)

POSITION TITLE:	LABORER CASUAL	GRADE:	NONE
DEPARTMENT:	Operations		
REPORTS TO:	HOUSING MANAGER/AREA MAINTENANCE SUPERVISOR		
FLSA STATUS:	Non-Exempt	UNION:	None
DATE APPROVED BY DEPARTMENT DIRECTOR:	5/1/14		
DATE APPROVED BY HUMAN RESOURCES DEPARTMENT:	5/1/14		

SUMMARY

The primary purpose of this position is to assist with the performance of unskilled tasks such as cleaning apartments and offices and maintaining Authority grounds. The Laborer Casual will provide related alterations and maintenance for buildings and assist in the preparation of work to be performed by various trades. By LIUNA contract agreement with the CHA, employment will not exceed 16 consecutive weeks.

All activities must support the Cambridge Housing Authority’s (“CHA” or “Authority”) strategic goals and objectives and produce results that accomplish the goals of the Operations department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma, GED, or possession of a vocational technical certification beyond high school and experience in a related area. Working knowledge of the Massachusetts Building Code is preferred. Must have valid Massachusetts driver’s license and be insurable under CHA policies. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, the employee should general knowledge of carpentry, plumbing, heating, painting, and masonry and be able to successfully operate a variety of applicable hand-held tools and devices. Must have the ability to learn other devices as required by assigned tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assists with tasks associated with vacant apartments in preparation for occupancy
- Cleans basements, offices, stairwells, hallways, walls, windows, woodwork, and lavatories; mops, polishes, and maintains floors in all locations
- Operates self-propelled power equipment, including , buffers, vacuum cleaners, scrubbers, waxers, and polishers
- Maintains grounds by cutting and raking grass; reseeding lawns; pruning shrubs and trees; spraying insecticide and herbicide with valid Massachusetts Pesticide Applicator’s License
- Clears and shovels ice and snow
- Gathers trash and rubbish from properties and offices

- Assists with the preparation of work performed by various trades
- Performs other related duties as assigned

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Behavioral Competencies

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; recognizes working colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned area of responsibility in the CHA
- General knowledge of all applicable federal and municipal building, construction and property maintenance laws, regulations and codes
- Thorough knowledge of occupational hazards and corresponding OSHA safety precautions necessary for safe performance of assigned duties
- Ability to operate gasoline-driven equipment, such as: power mowers, snow blowers, etc.
- Ability to read and understand written instructions
- Ability to follow oral instructions
- Ability to work in hazardous and unpleasant conditions, such as: snow and rainstorms, infested spaces, cold and heat
- Very basic understanding or care of lawns, shrubbery, and trees
- Ability to lift heavy objects
- Ability to do manual labor

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.

The employee is frequently required to stand; walk; use hands for gripping, handling or feeling; reach with hands and arms; stoop, kneel or crouch; and talk and hear. Specific vision abilities include close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must frequently lift and/or move up to 60 pounds.

WORK 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.

The employee frequently works near moving mechanical parts or in adverse weather conditions, such as such as: sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately loud.

READ AND ACKNOWLEDGED:

Employee Signature

Date

Employee Name (printed)

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