

**MEDINA METROPOLITAN HOUSING AUTHORITY
JOB DESCRIPTION**

Job Title:	Maintenance Laborer
Immediate Supervisor:	Maintenance Manager
Subordinate Employees:	None

Job Summary:

Performs basic maintenance and custodial duties at each Housing Authority development.

Duties and Responsibilities:

- General Grounds work including mowing, edging, leaf collection, litter abatement, flower and tree planting, and parking lot repair.
- Snow removal utilizing both motorized and manual equipment.
- Preventative maintenance on equipment including oil changes, blade repairs, belt replacements, vehicle cleaning, and fuel maintenance.
- General building maintenance including vacuuming, dusting, mopping and waxing of floors, painting of exterior doors, and exterior property items such as picnic tables.
- Prepares apartments for occupancy, including painting apartment walls, ceiling cleaning, and repairing appliances.
- All other duties as assigned.

Skills and /or Experience:

- High School diploma or GED required; Trade School and vocational training preferred.
- Ability to lift 80 pounds.
- Experience in a similar work environment of not less than one year.

Inherently Hazardous and/or Physically Demanding Working Conditions:

- The essential functions of this job may require the encountering of irate clients or individuals and be exposed to environmental factors including cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals, and may involve lifting of up to 40 pounds
- This position's incumbent will be required to operate a variety of motorized equipment including cars, trucks, tractors, and handheld devices

Additional Requirements:

- Must successfully undergo a criminal background check.
- Must possess a valid Ohio Driver's License and be acceptable to the Authority's automobile insurance provider.
- Must provide proof of eligibility to work in the United States.
- Must be able to deal with culturally diverse populations and perform within strict ethical standards.
- This position may require additional training and travel in order to meet performance expectations.