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| POSTED | May 18, 2020 |
| DEADLINE | Open until Filled |
| PAY RATE | \$13.98—\$21.24 hourly (\$29,078—\$44,179 annually) |
| CONTACT | Jackie Randle (913) 279-3431 or by e-mail at jrandle@kckha.org |
| SUPERVISOR | Jerry Glavin, Assistant Director of Facilities Management |

Title: Laborer (Central)

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide support in maintaining the housing stock of the Housing Authority and provide service to residents. This is done by preparing units for re-occupancy and providing preventative maintenance through the HUD mandated UPCS protocol. Other duties include grounds maintenance and any other repairs necessary to ensure efficient operations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| | | | | |
|---|---|--|---|---|
| (S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | (L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | (M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | (H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | (V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |
|---|---|--|---|---|

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | M | Prepare units for re-occupancy and make UPCS repairs. Work will include, but is not limited to: painting, removing cover plates, door knobs, vents; sheet rock repair, repairing outlet switches, damaged plugs; and removing and/or repairing range hoods; plumbing and tile work, etc. as necessary. | 90% |
| 2 | M | Maintain grounds, general cleaning and special projects relating to maintenance. | 10% |



JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|--|
| Formal Education | Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge is equivalent to less than high school or equivalency. |
| Experience | Under and including one year. |
| Supervision | Job has no responsibility for the direction or supervision of others. |
| Human Collaboration Skills | Work requires regular interaction involving exchange and receipt of information. |
| Freedom to Act | Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review. |
| Technical Skills | Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization. |
| Fiscal Responsibility | Position has no fiscal responsibility. |
| Reading | Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Math | Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Writing | Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Driver's License (Class C) |



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

| Sedentary | Light | Medium | Heavy X | Very Heavy |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Constantly 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | C | communicating with co-workers, observing work duties, observing work site |
| Sitting | R | desk work |
| Walking | C | around work site, to other departments/offices/office equipment |
| Lifting | O | equipment, supplies |
| Carrying | O | equipment, supplies |
| Pushing/Pulling | F | equipment, tables and chairs |
| Reaching | F | for supplies |
| Handling | F | paperwork |
| Fine Dexterity | N | |
| Kneeling | O | retrieving items from lower shelves/ground |
| Crouching | O | retrieving items from lower shelves/ground |
| Crawling | N | |
| Bending | F | retrieving items from lower shelves/ground, making repairs |
| Twisting | R | from computer to telephone |
| Climbing | R | ladders, stairs, step stool |
| Balancing | O | on ladder, on step stool |
| Vision | R | observing work site, reading |
| Hearing | O | communicating with co-workers and public and on telephone |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | N | |
| Other (specified if applicable) | | |



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Mops, utility carts, brooms, vacuum cleaners, floor buffers, wet vacs, water hoses

ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| Mechanical Hazards | R |
| Chemical Hazards | C |
| Electrical Hazards | R |
| Fire Hazards | R |
| Explosives | N |
| Communicable Diseases | R |
| Physical Danger or Abuse | R |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|--------------------------------|---|
| Respiratory Hazards | D |
| Extreme Temperatures | S |
| Noise and Vibration | N |
| Wetness/Humidity | S |
| Physical Hazards | D |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Rubber gloves, dust mask, safety glasses

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| Time Pressure | O |
| Emergency Situation | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | O |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | X | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

| | | |
|---------------------------------------|---------------------------------------|---------------|
| | _____ Signature of Employee | _____ Date |
| _____ Job Title of Supervisor | _____ Signature of Supervisor | _____ Date |
| _____ Job Title of Department Head | _____ Signature of Department Head | _____ Date |

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.