

JOB DESCRIPTION

- 1. LIFT Community Action Agency, Inc.**
- 2. Program: Housing**
- 3. Reports To: Apartment Manager**
- 4. Title: Apartment Maintenance Carpenter Helper**
- 5. Grade: 5**
- 6. Date: July 2024**
- 7. Approved By: Rebecca Porter, Executive Director**
- 8. Status: Non-Exempt**



JOB SUMMARY:

The Apartments Maintenance Carpenter Helper assists with all property maintenance of Terry Hill, Boswell, Soper, Fort Towson, Valliant, Garvin, Antlers, Belmont Place, Clayton Place, Kiamichi Place and other apartments owned/managed by LIFT Community Action Agency, Inc. This is a safety sensitive position.

DUTIES AND RESPONSIBILITIES:

1. Must report to designated work site no later than 8:00 a.m. each day to begin work.
2. Must possess adequate physical health and strength that will include heavy lifting (up to 75 lbs.), stooping, bending, climbing ladders and working off scaffolds and roofs.
3. Assists in rehabilitation on properties and apartments when needed or requested by Apartment Manager and/or Housing Director.
4. Assists in servicing and replacing minor plumbing ,electrical and HVAC,
5. Assists in the maintenance and servicing of all apartments, machinery and equipment to include laundry.
6. Must possess a valid driver license, insurance and vehicle, be able to operate a motor vehicle, other vehicle, equipment, machinery and/or power tools.
7. Must take pride in quality of work. Give stable and dependable work performance.
8. Assists in maintenance on all LIFT CAA properties such as cleaning, painting, drywall repair, plumbing, electrical, HVAC, siding repair, window replacement etc.
9. Efficiently preparing unit for new tenants: Removing leftover items (Furniture, personal items, etc.), cleaning (Sweeping, mopping, trash removal), general maintenance as needed.
10. Performs work on new construction and on rehab properties.
11. Perform and complete work in a timely manner and find productive work to keep busy.
12. Must keep all necessary paperwork up to date and completed properly. (Time sheets, mileage logs and invoice tickets)
13. Must get along with other co-workers, staff and tenants.
14. Must be able to attend training when required.
15. Must have good attendance and be able to work evenings and weekends as needed.
16. Perform other duties as assigned by Apartment Manager, Housing Director or Executive Director.

SUPERVISORY RELATIONSHIP:

The Apartments Maintenance Carpenter Helper reports to the Apartment Manager and exercises no supervision over other employees.

KNOWLEDGE & SKILLS REQUIRED:

1. Experience in HVAC is needed but not required for hire.
2. Electrical, plumbing, carpentry, drywall and painting experience is a must.
3. Be will to participate in drug screenings at the request and expense of the Agency.

QUALIFICATIONS:

1. High School Diploma or GED.
2. At least five (5) years of general building repair, carpentry and maintenance or the equivalent combination of education and experience.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Frequent walking, considerable standing, climbing, moving, stooping, sitting, bending, kneeling, and reaching, heavy lifting and carrying.
2. Use hands to find, handle or feel objects, tools, or control; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear.
3. Work in tiring and uncomfortable positions; work inside and outside in a wide range of climatic conditions, on slippery or uneven walking surfaces, ladders and scaffolding; and around machinery with moving parts.
4. May involved exposure to fumes, dust, sparks, smoke, loud music and vibrations, and require use of safety goggles, ear plugs masks and safety shoes. .
5. Possible exposure to hot and cold temperatures, excessive noises, fumes and toxic chemicals.
6. Specific vision abilities required by this job include; close vision, distance visions, peripheral vision and the ability to adjust focus.
7. Frequent agency wide travel.
8. Attend meetings.
9. Must be able to lift up to 75 lbs. or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job

duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Printed Name