

THE GREATER GADSDEN HOUSING AUTHORITY (GGHA)

Job Posting

Selecting Officer: Greg Price, Executive Director
Scott Mayo, Director of Maintenance & Modernization

Construction & Modernization Worker Position: The Maintenance Laborer Position is located in the Capital funds Department at 500 Tuscaloosa Avenue, Gadsden, Alabama. The office hours are Monday thru Thursday from 7:00 am to 5:30 pm.

Advertising Date: Wednesday, August 16, 2023: Applications will be taken until the position is filled but the initial review of applications will begin **August 29, 2023**, and applications received after August 29th may not be reviewed if the position is filled. However, applications are maintained for one year in case of another vacancy. **Note:** Must complete the application supplied by the GGHA.

Condition of Employment: The GGHA is advertising for a Construction & Modernization Worker position. **The applicants selected for this position will serve an introductory period; therefore, will not be entitled to benefits. The temporary period for the employee will be a minimum of three months and a maximum of one year.** Each employee's performance will be evaluated monthly and/or quarterly and if the job is being performed satisfactorily, the position may be converted to a regular position. At this time, the employee will be entitled to benefits, as appropriate.

See job description for work and experience requirements.

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the requirements for this position. This information will be evaluated and rated, and highest rated candidates will be contacted for an interview. Individuals that do not meet the minimum requirements and/or are not one of the best qualified candidates for the position will be notified, in writing, of this determination. Individuals selected for an interview will be notified, in writing, of their selection or non-selection.

NOTE: For all applicants selected for the interview and not selected, your application for this position will remain on file with the GGHA for 1 year for consideration if this position were to become vacant for any reason.

All GGHA buildings are designated as non-smoking!

Starting Salary is Grade 12, Step 1 which is \$15.56 per hour.

The GGHA is an Equal Opportunity Employer: See Application for Equal Opportunity Statement

Job Description
Greater Gadsden Housing Authority
Construction & Modernization Worker

Department: Technical Services **Level:** 12 **Date:** 8/1/2021
Reports To: Coordinator of Construction and Modernization **FLSA:** NE

Summary

Prepare apartments for construction/modernization by performing interior demolition, using a variety of tools. Load truck with trash, flooring, walls, etc. and dispose of it in accordance with established procedures. Perform clean-up of job sites, as renovation is in progress. Perform final cleaning prior to occupancy. Assist with a variety of tasks, as needed.

Essential Job Functions

- A. Perform demolition of apartments in preparation of construction/modernization projects and assist others as needed
 - 1. Perform and assist with demolition of interior walls, concrete slabs, etc.
 - 2. Assist with minor masonry and concrete work, as assigned
 - 3. Load trash, walls, flooring, etc. into truck
 - 4. Dispose of trash and other debris in accordance with established procedures
 - 5. Notify supervisor of deficiencies found while completing daily assignments.
 - 6. Assist other staff and/or contractors as requested by supervisor
 - 7. Comply with all GGHA policies and procedures including attendance and reporting requirements; HUD regulations and requirement; federal, state, and local building standards, requirements, and codes; and with required safety standards, reporting violations to management, as required

- B. Perform a variety of tasks to support Construction/Modernization projects
 - 1. Pick up supplies and run errands, as needed
 - 2. Complete required paperwork and records on time
 - 3. Assist in keeping and assigned work area clean, neat, and organized
 - 4. Perform miscellaneous tasks needed to complete work, as requested
 - 5. Promote goodwill and a positive image of the Agency by establishing a positive work relationship with co-workers, and contractors

Knowledge, Skills, and Abilities

- 1. Knowledge of tools and equipment used in building demolition
- 2. Knowledge of safety rules, including accident causation and prevention
- 3. Ability to operate tools and equipment used in interior and exterior building demolition saw, small jackhammer, tractor, forklift, etc.
- 4. Ability to verbally communicate with co-workers, tenants, and supervisors

5. Ability to understand and carry out oral and written instructions
6. Ability to move objects, such as building materials and appliances
7. Ability to operate and drive vehicles and equipment, as needed
8. Ability to work independently, with minimum supervision, i.e. self-motivated
9. Ability to establish and maintain effective working relationships with co-workers, residents, contractors, and the general public

Minimum Qualifications

Ability to read and write plus 6 months of construction experience, or an equivalent combination of education and experience.

Other: Valid Driving License
Ability to be insured under the Housing Authority's automobile insurance

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. All job duties must be performed in accordance with the provisions of the employee handbook.