

LABORER

Ithaca Housing Authority – 800 S. Plain St., Ithaca, NY
Full-time (40hours/week)
Starting - \$19.50/hour

Applications accepted until position is filled.

Excellent benefits including affordable health, dental and vision insurance, NYS Deferred Compensation Program, NYS Retirement System, and generous paid leave. Civil Service position. EOE.

Apply online at <https://ithaca-portal.mycivilservice.com/>. Please send resume with application; cover letter is optional.

DISTINGUISHING FEATURES OF THE CLASS: The work involves duties which are primarily of a routine manual and unskilled nature requiring physical endurance and a willingness to perform heavy work. The work is performed on Ithaca Housing Authority (IHA) property and property managed by the Ithaca Housing Authority. The work involves the performance of custodial work, groundskeeping, routine physical labor, and unskilled building maintenance and repair. The work is performed under the direct supervision of the Facilities and Maintenance Manager or his/her designee. Supervision of others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sweeps, mops, and washes floors and stairs;
Dusts chairs, tables, desks, and other furniture;
Moves furniture, supplies and other equipment;
Cleans and stocks bathrooms and laundry rooms;
Clean walls, windows, equipment, and furniture daily;
Performs a variety of heavy building and cleaning work;
Uses heavy mechanical equipment in stripping, waxing, and polishing floors;
Empties wastebaskets, collects and disposes of garbage, rubbish, and recyclable materials;
Arranges chairs, tables and other equipment for building functions;
Clears snow and ice from sidewalks, stairs and parking lots using a shovel, snow blower or truck-mounted snowplow;
Mows and trims grass, trims shrubs, rakes leaves, cuts brush, picks trash, and performs grounds clean up;
Performs various unskilled building repairs such as replacing light bulbs, replacing door handles, repairing closet doors, and unclogging sinks, toilets, tubs, and wash basins;
Performs unskilled work specified under basic non-skilled work orders;
Removes items from vacated apartments;
Assists maintenance workers as needed;
May assist in minor plumbing and carpentry repairs and other light maintenance tasks as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Ability to follow instructions; ability to lift heavy weights; ability to successfully work with and serve a diverse local community; willingness to perform routine manual work; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.