

## VILLAGE OF HIGHLAND HILLS

### JOB POSTING

**POSITION TITLE:** Laborer

**CLASSIFICATION NO.:**

**DEPARTMENT:** Properties

**PAY RANGE:** \$12.00 hour

**FT/PT Status:** Full-Time  
(at date of appointment)

**REPORTS TO:** Properties Director

#### **JOB SUMMARY:**

This position involves performing skilled painting jobs on furniture, buildings, and other facilities and prepares vacant rental apartments. Occasionally performs property maintenance tasks and duties.

#### **ESSENTIAL JOB FUNCTIONS:**

**The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.**

- Paints vacant apartments; removes fixtures from surfaces, fills cracks and holes; sands surfaces; covers surfaces with drop cloths and tapes off areas; applies paints and primers.
- Prepares rental apartment once it becomes vacant; removes garbage and personal items from previous tenants; disinfects bathroom; cleans and disinfects kitchen counter tops, refrigerator, sink, and stove; dusts furniture.
- Maintenance tasks and duties as needed.
- Ability and knowledge of safe working practices.

**Desirable Training and Experience Required:** High school diploma or equivalent; Minimum one year of professional painting experience.

#### **Knowledge, Skills, and Abilities:**

Ability to effectively manage time and complete all delegated work within a specific time. Ability to work in a team and coordinate work functions with fellow workers. Should be able to work on different surfaces and metals. Ability to follow verbal and written instructions. Be able to work with safety practices.

#### **Minimum Physical and Mental Qualifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee has the ability to perform heavy manual tasks for extended periods of time and lift up to 50 pounds; ability to work safely; ability to communicate effectively verbally and in writing; ability to maintain effective working relationships with employees, other departments and the public; ability to coordinate, lead, and direct others in carrying out assignments.

Work may involve exposure to strong odors, bodily fluids, toxic or poisonous agents. The noise level in the work environment is usually moderate.

**Posting dates: July 23, 2018 through July 30, 2018, Open until filled.**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.*