



Job Title: Energy Laborer (Section 3)

Job Classification Code: ????

Reports to: Director of Construction and Capital Improvements

Employee Status: Hourly – SHA Full Time

Pay Scale: \$12 per hour

Job Summary:

This is a temporary position which is expected to last a minimum of 2 years. Under the direct supervision of the Director of Construction and Capital Improvements, the Energy Laborer will work directly with the Energy Technician performing various skilled/duties required to repair, maintain, and service all HVAC equipment. Specifically, the incumbent will be trained in the following: inspecting, testing, assembling, disassembling, repairing, delivering/removing, and installing HVAC equipment for all the SHA/SHFC properties as allowed by code. In addition, the incumbent will be trained in maintaining other energy saving devices on toilets, lighting, refrigerator/freezer door seals, exterior doors seals, window screens.

Education/Certification Requirements:

High school graduation or GED with the ability to read and write English.

Experience Requirements:

None needed.

Requirements:

This position requires a valid Florida driver's license, be eligible for coverage under Authority fleet auto insurance, able to lift up to 50 pounds, and be able to pass an FBI background check.

Knowledge and Skills:

1. Must learn and become knowledgeable of the physical layout of the site properties
2. Must be willing to participate in training opportunities to become knowledgeable of safety rules, including accident causation and prevention
3. Ability to establish and maintain effective working relationships with supervisor, subordinates, co-workers, residents, contractors, and the general public
4. Ability to understand and follow oral and written instructions
5. Ability to perform effectively with interruptions while continuing to meet deadlines.
6. Self-Motivated with a high degree of comfort working independently in managing priorities and making decisions.
7. Ability to effectively communicate verbally, individually and in groups with internal contacts and other organizations or officials as appropriate.
8. Ability to negotiate and resolve conflict.

9. Demonstrate the ability to work as part of a team.
10. Strong sense of professionalism and ability to maintain discretion.

Duties/Responsibilities of Position:

1. Perform all work Monday through Friday from 7:30 am to 10:30 am, unless otherwise instructed.
2. Assist with service, troubleshoot, repair and maintain many varieties of heating and cooling systems at all SHA properties
3. Assist with changing filters monthly at all SHA properties.
4. Advise senior staff of concerns, issues and recommendations.
5. Assist with providing customers with solutions to their heating and cooling needs,
6. Ensures the safe use of company service vehicles.
7. Understands, follows and advocates company policies and local, state, and federal rules, regulations and codes pertaining to the safe installation and service of all equipment.
8. Perform and assume other duties as assigned.
9. Promptly notify the Maintenance Supervisor when needing additional assistance for items weighing more than 50 pounds

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.