

## **JOB DESCRIPTION**

**PROGRAM:** Housing Services  
**JOB TITLE:** Construction Laborer I  
**CLASSIFICATION:** Program Specialist III-A  
**PAY GRADE:** 9

### **JOB SUMMARY**

This is a multi-faceted position requiring the individual to perform tasks and assignments across a broad range of new and rehabilitation-related construction projects with an assigned work crew and/or in conjunction with other Construction Supervisors allocated to the project.

### **SUPERVISORY RELATIONSHIPS**

**SUPERVISES:** Not Applicable  
**REPORTS TO:** Construction Supervisor

### **QUALIFICATIONS**

- High school diploma or General Education Degree (GED); and,
- Minimum of two years of experience or technical training in construction, building trades, or other related discipline sufficient to demonstrate a thorough understanding of construction techniques such as carpentry, plumbing, electrical, physical plant maintenance, or any combination of education and experience, sufficient to demonstrate possession of the required knowledge, skills and abilities.

### **GENERAL REQUIREMENTS**

- Upon conditional offer of employment, the individual shall submit to a pre-employment process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- As part of on-going employment, complies with an annual process to be medically approved to wear a respirator, per the Program's Respirator Protection Plan;
- Fully vaccinated against COVID-19 (two doses of Pfizer or Moderna, or one dose of Johnson & Johnson) and provide proof of vaccination status or have an approved medical or religious exemption
- Possess and maintain a valid driver's license, with the daily availability of a vehicle carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, National Sex Offender Registry check current within 90 days of employment, and Motor Vehicle Record check; and,
- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lifting a maximum of sixty pounds unassisted and one hundred pounds assisted, working in restricted areas such as crawlspaces and attics for long periods of time, and wearing safety equipment as required by OSHA.

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### **SPECIAL JOB REQUIREMENTS**

- ❑ Must obtain a passing grade in all courses required of a Retrofit Installer Technician by the Pennsylvania Department of Community and Economic Development; within 18 months of hire.

### **SPECIFIC DUTIES**

- ❖ Performs a variety of rough carpentry tasks, including, but not limited to, the following: wall framing, floor framing, and roof and wall sheathing;
- ❖ Performs a variety of tasks that require working at heights equivalent to two or three stories, including but not limited to, roof tear off, installation of new roof sheathing, membrane and asphalt roofing materials, and window installation;
- ❖ Performs all work activity in conformance to the “Work Site Safety Plan” as provided by the Project Manager;
- ❖ Performs a variety of finish carpentry tasks, including, but not limited to, the following: interior and exterior trim work, drywall hanging, siding work, and installation of windows;
- ❖ Performs a variety of plumbing tasks, including, but not limited to, the following: roughing in supply lines and drain lines, and installing sinks, water closets, and vent systems;
- ❖ Performs a variety of electrical tasks, including, but not limited to, the following: rough in work of receptacles and switch circuits, lighting circuits, relocation of existing lines, and circuit breaker installation;
- ❖ Performs a variety of masonry tasks, including, but not limited to, the following: form work and slab construction;
- ❖ Performs building maintenance and refurbishing on STEP owned facilities;
- ❖ Ensures the health and safety of building occupants;
- ❖ Provides appropriate project documentation and completes paperwork as required;
- ❖ Ensures quality of his/her completed assignments;
- ❖ Maintains a secure worksite with regard to all equipment and materials; and,
- ❖ Performs related work as required.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- ❖ Knowledge of the following:
  - Effective customer service principles;
  - Construction principles;
  - Geographic area served; and,
  - Energy efficient improvements.
- ❖ Skill in the following:
  - Various phases of housing construction/rehabilitation including, but not limited to, electrical, plumbing, rough and finish carpentry, and basic masonry; and,
  - Utilizing hand and power equipment to effectively perform work in all aspects of construction;
- ❖ Ability to perform the following:
  - Utilize hand and power equipment to perform basic construction work effectively;
  - Manage multiple and sometimes conflicting assignments;
  - Establish effective working relationships with professionals, other staff, customers, and local businesses;
  - Communicate effectively orally and in writing;

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- Work comfortably at heights equivalent to two or three stories while wearing the appropriate OSHA-approved safety equipment;
- Evaluate and anticipate potential site hazards and to ensure a safe environment for all employees, dwelling occupants and by-standers during an assigned project;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious and linguistic identities or backgrounds;
- Project a positive image; and,
- Understand and follow oral and written instructions, some of which may include multi-faceted procedures, and to work independently of direct supervision.