



# Pawnee Nation Housing Authority

## JOB DESCRIPTION

Title: General Laborer

Department: Maintenance

Job Type: Temporary

Wages: Hourly, 40 hours per week

General Summary: Helps to maintain lawn care and with remodel for clients and tenants living in PNHA Housing.

Reports To: Project Manager or Maintenance Coordinator

Supervises: None

### Job Responsibilities

- Performs various physical duties as assigned
- Maintain all safety standards
- Moves, secures, installs, builds, loads, or unloads materials
- Performs some specialized tasks which may require on-the job training
- Effectively using heavy and light equipment, depending on the jobsite/assignment
- Moves items from place to place, according to direction from the site supervisor
- Moving tools, equipment, or other material as directed in plans or by supervisor

### Qualifications and Skills

- Ability to read labels, safety warnings, and guidelines
- Attentive to detail and alert at all times to ensure safety
- Able to receive and follow instructions and communicate with co-workers
- Enough physical stamina to remain standing for most of the day

### Education and Experience:

- High school diploma
- Ability to safely operate various equipment
- Previous experience

  
Executive Director Approval

12-20-23  
Date