

## **Attachment I**

### **Sample Positions and Brief Descriptions**

These are just examples of the most commonly used temporary services. This is not all inclusive of the services the NLRHA may procure.

#### **ADMINISTRATIVE**

##### Accounting Assistant

- Preparing bank deposits and reconciling statements.
- Data entries of transactions
- Prepare spreadsheets
- Posting deposits, etc.

##### Office Clerk

- Clerical Duties
- Assisting with computer data entry
- Answering phones
- Filing
- Record keeping
- Assisting with inspections

##### Secretary/Receptionist

- Receiving and announcing visitors
- Answer phones and handle incoming and outgoing mail
- Distribute mail and post checks to register
- Keep reception room, supply and print room tidy
- Order office supplies
- Make sure office machines are operating.
- Type memos, reports and letters.
- Copying, assembling, and mailing documents.

#### **INDUSTRIAL**

##### Laborer

- General cleaning assignments
- Scraping and cleaning surfaces for painting and repair
- Grounds work including mowing, edging, trimming, raking, and picking up litter.
- Washing vehicles
- Moving items such as furniture and appliances.

##### CDL Operator/Sanitation Driver

- Operates large trash and garbage vehicles.
- Responsible for the general maintenance of those vehicles.
- Must have a commercial driver's license.

- Work will also include general labor duties.

#### Sanitation Worker

- Rides on garbage and trash trucks
- Collects trash cans and empties into truck compactor
- Collects large items and loads onto trash truck.
- General labor duties including site litter cleanup and grounds work

#### Maintenance Aide

- Assists with apartment make-readies
- Requires use of simple tools
- Prepping surfaces for finishes
- Strip and wax floors
- General cleaning duties.

#### Maintenance Mechanic

- Responsible for general maintenance work
- Repair appliances and plumbing fixtures
- Minor repairs to HVAC, electrical, plumbing, carpentry and masonry work.
- Repairing sheet rock
- Laying vinyl tile
- Replacing broken ceramic tile and unstopping sewer lines.

#### Painter

- Prepping surfaces and painting both interior and exterior.
- Patching, repairing and repainting sheet rock
- Refinishing floors
- Applying caulk
- Waterproofing

#### Welder

- Making various repairs to handrails, fences, and other items as needed.

#### Mason

- Repairing brick on buildings and fencing. Constructing small brick walls.
- Concrete patching