



Position Description

Position Title:	Mod Crew Specialist	Created By:	Executive Director
Reports to:	Mod Crew Supervisor	Date Updated:	09/15/2025
FLSA status:	Non-Exempt		

Job Summary:

Under general direction of the Mod Crew Supervisor, performs a variety of skilled and semi-skilled tasks pertaining to construction and modernization projects. This is a responsible and varied labor-intensive position involving the use of mechanical, carpentry, plumbing and other trade skills. Operates hand and power tools of all types. General supervision is received, but employee is expected to perform most projects without detailed instructions or assistance. Performs related duties as assigned.

Example of Duties:

Construct, erect, install and repair structures and fixtures of wood, plywood and wallboard using hand tools and power tools; installs structures and fixtures such as windows, frames, floorings and trim or hardware; perform minor electrical, plumbing, mechanical and wall repair; perform tool maintenance and repair; prepares foundations for construction; smooths and finishes poured concrete surfaces; performs painting as required; loads and unloads trucks or trailers; assembles and disassembles scaffolding as required; and maintains records and documents actions or progress.

Education/Certification Requirements:

Knowledge of materials, methods and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads; knowledge of tools, including their designs, uses, repair and maintenance; ability to work well with fellow workers; must take detailed instruction and follow standard procedures; ability to respond to emergency situations at all hours and ability to lift heavy objects.

Experience Requirements:

Minimum of three years experience required in building maintenance and construction. Graduation from high school or equivalent, supplemented by courses in building trades or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Qualifications:

This position requires a valid Kentucky driver's license and the ability to pass a pre-employment drug screening as well as be eligible for coverage under agency insurance plan. Must be a US citizen or have work authorization papers.



Demands/Environment:

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Regularly required to:

1. The employee is occasionally required to reach with hands, arms, and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus and be able to view computer screens, mobile devices, and other electronic equipment for extended periods of time where visual strain may result.
2. Must be able to push, pull, lift, carry or maneuver weights of up to twenty-five (25) pounds independently and up to fifty (50) pounds with assistance.
3. Must be able to physically access all exterior and interior parts of the property, including common areas and amenities.
4. Must be able to deal with moderate to high levels of stress due to meeting deadlines.
5. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
6. The noise level in the work environment is usually moderate, however, will be periodically exposed to higher levels of noise when using power tools.

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.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]