

Title: Maintenance Mechanic/Laborer

Salary: 18 hrs/week TBD; \$27.06/hour; no benefits

Description: The Sudbury Housing Authority seeks a part-time maintenance mechanic/laborer. Maintenance and repair duties include minor carpentry, plumbing, electrical work, and masonry, as well as painting, groundskeeping, and custodial functions. Must be available for timely response to after-hours maintenance emergencies on a rotating basis and snow removal as necessary.

Qualifications: General knowledge of and work experience in buildings and grounds maintenance and general repairs; experience in operating hand and power tools and motorized equipment and vehicles; ability to lift/move heavy objects, understand and record written information, and interact with tenants in a responsive, responsible manner. Valid MA driver's license required; computer literacy a plus.

Start Date: Immediate opening

Location: Sudbury Housing Authority

Instructions: Submit cover letter and resume by mail to Sudbury Housing Authority, 55 Hudson Road, Sudbury, MA 01776 or by email to [sudburyhousing@verizon.net](mailto:sudburyhousing@verizon.net). No phone calls, please. EOE.

Contact Name: Sheila M. Cusolito, Executive Director

## Maintenance Mechanic/Laborer

### Duties and Responsibilities:

- Perform maintenance and repairs on all buildings and equipment.
- Perform groundskeeping and snow removal in all weather conditions.
- Be available for occasional emergency calls.
- Maintain sensitive and responsive attitude toward tenants.
- Perform in responsible and self-motivated manner.
- Perform other duties as required by executive director.

### Essential for Job Function:

- Lift objects weighing between 20 and 100 pounds
- Climb ladders
- Bend, kneel and squat
- Walk or stand continuously during work shift
- Operate large mechanical equipment and both manual and power tools
- Understand and record written information

### Requirements and Qualifications:

- Ability to understand and carry out both written and oral instructions
- Knowledge and experience utilizing methods and practices used in maintenance and custodial work
- Knowledge and skill in plumbing, heating, electricity, carpentry, painting and mechanical equipment
- Ability to perform complicated building and equipment maintenance tasks
- Knowledge of tools and methods to be used in a wide range of building maintenance and repair work
- Knowledge of the proper use of a variety of cleaning solutions
- Ability to operate lawn care and snow removal equipment
- Ability to drive a pick-up truck with snow plow

### Communication:

- Ability to understand safety rules, warnings, and instructions for the use and maintenance of properties and equipment
- Ability to answer inquiries from residents and the public
- Ability to converse with officials, service providers, residents and the general public
- Ability to understand and complete written work orders
- Ability to utilize electronic work order/maintenance tracking system