

Title: Maintenance Mechanic/Laborer, part-time

Salary: \$28.72/hr (increases on 4/1)

Description: The Sudbury Housing Authority seeks a part-time maintenance mechanic/laborer. 18–22.5 hrs/week; Tuesday-Friday TBD. Benefits available, depending on hours.

Maintenance and repair duties include custodial functions; grounds-keeping; minor carpentry, plumbing, and electrical work; painting; minimal masonry. 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 residents in a responsive, responsible manner. Willingness to work within the public housing directives established by the Department of Housing and Community Development and to participate in related training opportunities. Valid MA driver's license, high-school diploma, related training or work experience, and computer literacy required.

Start Date: Immediate opening

Location: Sudbury Housing Authority

Instructions: Visit: www.sudbury.ma.us/housingauthority/ for more information. Submit cover letter and resume by mail to Sudbury Housing Authority, 55 Hudson Road, Sudbury, MA 01776 or by email to sudburyhousing@verizon.net. No phone calls, please. EOE.

Contact Name: Sheila M. Cusolito, Executive Director

Maintenance Mechanic/Laborer

Maintenance and repair duties include custodial functions; grounds-keeping; minor carpentry, plumbing, and electrical work; painting; minimal masonry. Must be available for timely response to after-hours maintenance emergencies on a rotating basis and snow removal as necessary.

Duties and Responsibilities:

- Perform maintenance/custodial tasks and repairs on all buildings and equipment
- Perform groundskeeping and snow removal in all weather conditions
- Perform or schedule unit vacancy and inspections/inspection work
- Be available for occasional emergency calls
- Maintain sensitive and responsive attitude toward residents
- Perform in responsible and self-motivated manner
- Effectively organize time and tasks, prioritize and plan work, communicate with staff, residents, and contractors
- Record work performed within established work order system
- Purchase and maintain maintenance equipment and supplies
- Assist in updating and maintaining inventory of maintenance equipment and building components
- Perform as part of a team, including 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, including work orders, reports, manuals, plans

Requirements and Qualifications:

- Ability to understand and carry out both written and verbal 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 building and equipment maintenance and custodial 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
- Understand and carry out a preventive maintenance program

Communication:

- Understand safety rules, warnings, and instructions for use and maintenance of properties and equipment
- Understand and work within regulatory requirements for public housing
- Answer inquiries from residents and the public
- Communicate with officials, service providers, residents and the general public
- Understand and complete written work orders
- Utilize electronic work order/maintenance tracking system
- Participate in technical or administrative training as necessary