

Maintenance Person – 20 hours per week

The Norwell Housing Authority is seeking an experienced Part Time Maintenance person with an immediate start date.

REPORTS TO: Maintenance Supervisor

SUPERVISES: No Staff

PURPOSE: To perform skilled, unskilled and diversified duties in connection with the general maintenance of buildings, grounds and equipment. Tasks involve basic repairs, cleaning, landscaping, washing, moving appliances and heavy manual labor. Provide general assistance to other staff.

Wage and Benefits:

Hourly Rate \$30.00-31.00 per hour dependent on qualifications, certifications and licenses and is based on Department of Labor and Industry rates. Holiday time in accordance with NHA Personnel Policy. Health Insurance in accordance with NHA Personnel Policy.

Application deadline: November 21, 2025 or until position is filled.

EEO- Affirmative Action Employer.

I. ESSENTIAL TASKS OF THE POSITION:

A. Perform tasks in the maintenance of properties and grounds, including general cleaning, custodial and routine upkeep of properties, grounds and common areas.

1. Cleans units before and after vacancy, removes trash, washes/vacuums floors, cleans windows, walls, floors and fixtures
2. Mows, weeds, prunes shrubbery, waters plants/lawns and fertilizes grounds
3. Plows, shovels, sands to removes snow and ice
4. Lifts, loads and moves heavy objects, stoves, refrigerators, furniture, building materials and supplies
5. Sweeps and picks up common areas, parking lots and grounds
6. Drives agency vehicles delivering/removing supplies, materials and trash
7. Excavates trenches and holes in preparation of other work
8. Performs custodial tasks throughout agency properties, common areas (community rooms), offices and maintenance shops
9. Uses a variety of hand tools and implements for custodial and grounds work
10. Responds to work orders assigned for minor repairs and general upkeep of assigned areas

II. POSITION REQUIREMENTS AND QUALIFICATIONS:

A. EDUCATION LEVEL:

1. Ability to understand English language to an acceptable level for productivity standards- required
2. High School Diploma or equivalent

B. EXPERIENCE IN RELATED FIELD:

1. Minimum of 1 to 2 years' experience in maintenance or construction

C. UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS:

1. Massachusetts Class D driver's license unrestricted except for corrective lenses and automatic transmission, preferred
2. Ability to maintain confidentiality in all assignments as mandated
3. Ability to work harmoniously with other agency personnel
4. Ability to interact with elderly and family settings
5. Ability to be flexible and perform work under time pressure
6. Must pass a CORI background check.

D. WORKING CONDITIONS:

1. Ability to work in residential dwelling environments (bathrooms, boiler rooms, elevators and close areas)
2. Ability to work in a public housing environment in all weather conditions (hot, cold, humid, dry and wet)
3. Ability to work in environment with conditions, which may include: fumes, odors, gases, chemicals, dust, moisture, sewage as well as objects. Work involves walking, bending, crawling, reaching, standing and driving for long periods of time
4. Ability to respond to and work in all weather and stormy conditions, including snow and rain
5. Strength: Ability to lift up to 50 lbs.
6. Type: Sedentary and manual work. Ability to perform administrative duties. Ability to lift, carry, push, pull or otherwise move an object. Work involves walking, standing and driving for long periods of time
7. Ability to shovel snow, utilize snow blower and plow

E. WORK SCHEDULE:

1. Ability to work a minimum of 20 hours a week – days Tuesday, Wednesday, Thursday
2. Must have the ability to work flexible hours including ability to cover on-call 24 hours a day if required

III. EQUIPMENT USED:

1. Competency in use of power tools and equipment including snowplows, landscape equipment, machinery and staging

IV. APTITUDE REQUIREMENTS:

A. Cognitive:

1. Analytical:
 - a. Ability to apply principles of logical thinking and to define problems
 - b. Ability to collect data, establish facts and draw valid conclusions
 - c. Ability to solve practical problems and deal with a variety of concrete variables
 - d. Ability to interpret a variety of instructions furnished in written, verbal or schedule form
2. Communication:
 - a. Ability to record and deliver information
 - b. Ability to answer work-related inquiries from others including residents/staff
 - c. Ability to converse with residents/staff/supervisors
3. Mathematical:
 - a. Ability to deal with system of real numbers
4. Administrative Detail:
 - a. Ability to complete forms
 - b. Ability to pay attention to detail

B. Manual:

1. Motor Coordination:
 - a. Ability to accurately reach, feel or handle heavy objects and equipment used in daily routine
3. Finger Dexterity:
 - a. Ability to pick, pinch or otherwise work with fingers to operate above equipment
4. Manual Dexterity:
 - a. Ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment

Interested candidates please send resume to nha@norwellhousing.com