

Waltham Housing Authority
110 POND STREET
WALTHAM, MASSACHUSETTS 02451-4505
TEL: (781) 894-3357; TDD: (781) 894-3357; FAX: (781) 894-7595

MAINTENANCE DEPARTMENT

The Waltham Housing Authority is seeking applications for the position of **Groundskeeper Laborer/Custodian**; qualified candidates should have knowledge and skill in both custodial, snow removal, and landscaping.

Landscaping: The applicant must be able to operate or learn to operate all types of landscaping equipment including riding mowers, weed-whackers, chain saws, pruning equipment, and hand tools. Knowledge and experience with maintaining gas-operated equipment and their components are a plus. Proficient in tree trimming and use of aerial trucks is preferred.

Custodian: Perform general cleaning in building common areas, exterior ground sites, vacant units, cleans and polishes floors and cleans restrooms, etc. Knowledge of methods and practices used in janitorial or custodial work is required. Some heavy lifting, as well as experience in apartment maintenance skills such as cleaning and performing minor building/apartment repairs is preferred.

A valid MA Driver's license is also required with preferable experience in driving and snowplowing parking lots/roadways with 4x4 trucks, other driving skills including pulling trailers, snow blowing and skid-steer equipment operation. Other Heavy-equipment operation experience or licenses such as a OSHA 10/30-hour certification or a Hoisting License is a plus.

The person must be able to work independently with a minimal amount of supervision and be willing to work on a rotating on-call after-hours basis.

Please see Job Description(s) - Maintenance Laborer and Maintenance Custodian for additional skills and duties.

Successfully passing Criminal Offender Record Information (CORI) and a pre-employment physical, which will include medical screening, are conditions of employment.

This position offers a competitive salary according to MA Division of Labor and Industries and excellent benefits. Applications can be downloaded along with specific Job Descriptions and can be returned via email to both somer@walhouse.org ; Director of Maintenance or by postal mail to address below.

Waltham Housing Applications are mandatory; Resumes do not substitute for a filled out WHA application. Applications are being accepted until the position is filled.

Maintenance Department
Waltham Housing Authority
110 Pond Street
Waltham MA 02451

Equal Opportunity-Affirmative Action Employer



CLASS TITLE

Maintenance Custodian

JOB SUMMARY

Performs routine building custodial and janitorial tasks. Maintains buildings and surrounding grounds in a clean and neat condition. Work is performed in accordance with standardized procedures of prior instructions.

SUPERVISION RECEIVED

Receives close guidance from superior. Work is reviewed while in progress and upon completion for accuracy and compliance with instructions.

SUPERVISION GIVEN

Given no supervision to others.

PRINCIPAL DUTIES - (May/may not perform all of the following duties)

1. Cleans and polishes floors located in storerooms, corridors, elevators, stairwells, lavatories, and other areas by sweeping, dry mopping, scrubbing waxing and polishing, using a variety of hand implements and equipment, such as: brooms, mops, vacuum cleaners, floor scrubbers, floor buffers, et al.
2. Keeps rest rooms clean by sweeping, scrubbing and waxing floors; disinfects and deodorizes lavatories, urinals and toilet bowls; washes sinks, mirrors and fountains; maintain in a clean and sanitary condition.
3. Performs routine custodial and janitorial tasks, such as: emptying waste baskets, washing windows, emptying trash compactors, lifting containers and carrying them out of buildings, vacuuming rugs and carpets, stripping wax from floor and similar tasks.
4. Applies appropriate solvents and solutions, such as detergents, soaps, scouring powders, waxes, polishes, etc.
5. Performs a number of routine security functions, such as: checking to make certain that designated offices and buildings are secured at specific times of the day/night.
6. Removes snow from grounds and premises either by plowing, Snow-blowing, shoveling and ice melting/sanding applications.
7. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of methods and practices used in janitorial or custodial work.
2. Knowledge of proper use of a variety of special cleaning and sanitizing solutions and solvents.
3. Ability to read signs and follow oral and written instructions.
4. Ability to move heavy furniture, supplies and equipment.
5. Ability to use common cleaning tools and equipment.
6. Ability to perform building custodial tasks under supervision.
7. Ability to operate lawn care and snow removal equipment.
8. Knowledge of basic maintenance of buildings.

TRAINING/EXPERIENCE

Required no prior training or experience. Should be in good physical condition, and should be able to demonstrate and ability to understand oral and written instructions. Some dexterity is called for. Good physical condition is essential.

CLASS TITLE

Maintenance Laborer

JOB SUMMARY

Performs a variety of semi-skilled and unskilled tasks in the maintenance and upkeep of properties and grounds, such as: cleaning apartments following tenant use, mowing lawns, pruning shrubs and trees, removing and replacing tiles and other floor coverings, plowing snow, mending fences, lifting heavy objects, and using a variety of hand tools and implements.

SUPERVISION RECEIVED

Receives work direction or guidance from Maintenance Foreman. Work is monitored in progress and upon completion. Is responsible for reporting to supervisor any unusual situation or condition coming to his attention.

SUPERVISION GIVEN

Gives no supervision to others.

PRINCIPAL DUTIES

1. Performs general cleaning chores in housing units (i.e. apartments), when units are vacant, preparing them suitably for new occupancy.
2. Carries away debris for eventual deposit in a dumpster bin.
3. Visually inspects hallways and commonplaces, eliminates any obstacles to free passage and make certain that adequate lighting is provided at all times.
4. Mows lawns, and prunes shrubbery to maintain a neat and healthy condition and appearance, fertilizing as needed.
5. Digs holes and trenches in preparation for work to be done by contractors or maintenance work force.
6. Washes and waxes floor surfaces, and washes walls and ceilings.
7. Performs superficial repairs to water closets and drains, usually consisting of unplugging them and freeing them for normal use.
8. Removes snow from grounds and premises either by plowing, snow blowing, shoveling, and ice melting/sanding applications.
9. Lifts, loads and unloads heavy objects, such as: stoves and refrigerators into and out of trucks.
10. Uses a variety of small hand tools and implements, such as: rakes, shovels, brooms, mops, pliers, hedge clippers, power mowers, vacuum cleaners, ladders et al.
11. Sweeps parking areas, cleans gutters using extension ladders and maintains in clean condition.
12. Mends broken or fallen fences.
13. Maintain a check of elderly tenants, especially if they have not been observed around the premises.
14. Assists staff of maintenance department, wherever needed, including driving a truck.
15. Is on-call rotating basis with other maintenance employees.
16. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. General knowledge of building maintenance.
2. Ability to operate gasoline-driven equipment, such as: power mowers, snow blowers, light trucks.
3. Ability to read and understand written instructions.
4. Ability to follow oral instructions.
5. Ability to work in hazardous and unpleasant conditions, such as: snow and rain storms, infested spaces, heat and cold.
6. Very basic understanding of care of lawns, shrubbery and trees.
7. Ability to lift heavy objects.
8. Ability to do manual work, such as: digging, shoveling, and sanding.

TRAINING/EXPERIENCE

The nature of this work does not require any prior training or experience. Most of the work duties can be learned after appointment. Candidate should be able to demonstrate ability to operate gasoline-driven equipment, and to understand oral and written instructions. Good physical condition is a requirement, as is the possession of a valid Massachusetts driver's license. No formal education is required.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
	<input type="checkbox"/> Inquiry
	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
		Zip Code
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

..... If Yes, give date _____

Have you ever been employed with us before?..... Yes No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____

NAME AND TITLE

DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



WALTHAM HOUSING AUTHORITY

BRIEF SUMMARY OF PERSONNEL BENEFITS MAINTENANCE DEPARTMENT

WORK HOURS 7:30 AM -4:00 PM; 20- minute break, 45-minute lunch. Snow Removal- Various days and times depending on the weather.

MEDICAL/LIFE An employee may select amongst medical plans offered by The Group Insurance Commission (GIC). \$5,000 of life insurance is offered at \$1.58 per month for new hires.

DISABILITY INSURANCE An elective by the employee. Premium based on salary and age bracket. Deducted monthly from salary.

PENSION/RETIREMENT New hires pay 9% of salary with an additional 2 percent when salary is over \$30,000.

MEDICARE/SOCIAL Full-time employees pay 1.45% of salary toward Medicare. Authority pays an additional 1.45%.

HOLIDAYS Thirteen (13) holidays per year: New Year's Day, Martin L. King Jr.'s Birthday, Presidents Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

VACATIONS

1 - 5 years=	10 days (5/6 of day/month)
5 - 10 years=	15 days (1 1/4 days/month)
10 - 15 years=	20 days (1 2/3 days/month)
15 - 20 years=	25 days (2 days/month plus 1/4 day every 3 months)
20 - 25 years=	30 days (2 1/4 days/month)
25 - 30 years=	35 days (2 1/2 days/month)

Accrual begins the first day of the month following 30 days of full employment. Vacation days may not be used until after six months of employment.

Only a total of one year's accrued vacation days may be carried into the next year. Unused vacation time accrued will be paid at current salary at the time of termination of employment, retirement, or death.

WORKERS COMPENSATION If enough sick time is available, the full salary will be paid, until the worker's compensation is received from the insurance company.

BRIEF SUMMARY OF PERSONNEL BENEFITS (CONT.)

SICK LEAVE Full-time employees earn 1 1/4 days per month up to a total of 15 days per year. Accrual begins the first day of the month following 30 days of full employment.

FAMILY SICK LEAVE (See Attachment A) Upon retirement or death, sick days in excess of eighty (80) accrued, up to a maximum of 60 days, will be paid to the employee/beneficiary. The Authority buyback is one (1) out of every two (2) of the accumulated unused sick days in excess of the eighty (80).

PERSONAL LEAVE An employee who has accrued ten (10) sick days may elect to utilize three (3) of such days as personal days during the subsequent year, an employee who accrued twenty-five (25) sick days may elect to utilize four (4) of such days as personal days during the subsequent year, and an employee who has accrued forty (40) sick leave days may elect to utilize five (5) of such days as personal days during the subsequent year. This time may be taken in either half-days or full days. If twenty-five (25) sick days are accumulated, an extra personal day will be granted.

BEREAVEMENT LEAVE Three (3) consecutive calendar days shall be granted a full-time employee for the death of an immediate family member, i.e., spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, grand-parents, step-children, step-mother, step-father and/or significant other.

In case of death of an aunt, uncle, niece or nephew, an employee shall be granted one (1) day's leave with pay to attend the funeral.

MILITARY LEAVE A full-time employee who is a Reservist in the Armed Services or a member of the national guard engaged in active duty or training shall receive the difference in pay from military to equal regular weekly salary.

JURY DUTY/
SUBPOENAED Authority pays the difference from court payment to equal full weekly salary.

EDUCATION/
TRAINING Tuition reimbursement if granted by Board will be provided if funds are available in the budgets.

DEFERRED INCOME PLAN An elective additional retirement plan, under the Commonwealth of Massachusetts Employees, Deferred Compensation Plan. (Smart Plan)

CREDIT UNION Waltham Employees Credit Union. Deductions are made from weekly paychecks.

GRIEVANCES

An individual, administrative or maintenance, may request a hearing with the Executive Director with final right of appeal to the Board of Commissioners.

YOU ARE REQUIRED TO SUBMIT BOTH YOUR DRIVER'S LICENSE AND YOUR BIRTH CERTIFICATE WHEN SIGNING UP FOR YOUR TAX DEDUCTIONS AND BENEFITS ON YOUR FIRST DAY OF EMPLOYMENT (or prior to the first day if arranged).

DIRECT DEPOSIT OF YOUR PAYCHECK IS REQUIRED TO A FINANCIAL INSTITUTION OF YOUR CHOICE.

ATTACHMENT A:

FAMILY SICK LEAVE

Employees will be allowed to use ten (10) sick days per year from their accrued sick time for caring for a household member of the employee's family in permanent residence at the employees' legal residence or if employee's immediate family. This sick time will be recorded as AN illness in the family.