

WENHAM HOUSING AUTHORITY

HELP WANTED

Maintenance Mechanic

Perform general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing masonry, and electrical work for the Wenham Housing Authority located in Wenham, MA.

Full-Time (40 hrs. a week 7:30-4:00), Non-exempt

ESSENTIAL JOB FUNCTIONS:

- Responsible for all maintenance functions required to keep the facilities owned and/or managed by WHA serviceable, clean, in safe condition and in good repair.
- Experience in operating hand and power tools and motorized equipment and vehicles.
- Maintain a scheduled maintenance program including mechanical system checks.
- Interact with tenants in a responsive, responsible manner.
- Recommended and periodically evaluate maintenance policy, practices and training.
- Supervise and evaluate approved and assigned independent contractors.
- Be available for emergency on-call (24 hours a day, 7 days a week) schedule to cover nights, weekends, and holidays for emergency service.
- Other related duties, as assigned by the Executive Director.

MECHANICAL:

- Make electrical repairs that do not require a licensed electrician.
- Make plumbing repairs that do not require a licensed plumber.
- Performing general maintenance on equipment.

LABOR/CUSTODIAL:

- Assist with the maintenance of grounds, including lawn mowing and maintenance; planting; weeding and trimming shrubs; raking leaves; clearing brush; cleaning and maintaining walkways and driveways.
- Snow removal from walkways and driveways; spreading sand and salt, where necessary.
- Exterior and interior painting, including minor repairs and surface preparation using plaster or compound to patch minor holes and cracks in walls and ceilings and painting.
- Cleaning of common areas, including sweeping, mopping, washing, vacuuming, waxing, polishing, dusting, and cleaning windows.
- Cleaning and preparing vacant apartments for re-rental.

Routine carpentry (less than journeyman) that does not require a construction supervisor's license to include replacing damaged paneling and floor tiles, hanging doors and installing door locks and replacing broken windowpanes.

QUALIFICATIONS:

- Working knowledge of residential plumbing, electrical and mechanical systems and general maintenance of buildings and grounds required.
- Ability to organize, schedule and plan work independently. Good judgment required.
- Ability to follow oral and written instructions.
- Must be a team player with a positive attitude.
- Excellent general health and ability to shovel snow and perform yard maintenance such as raking leaves and pruning bushes, and lift appliances, equipment and building materials up to 60 pounds required. A pre-employment physical at agency's expense will be required after conditional offer of employment.
- Ability to operate maintenance equipment, including tractor.
- Sensitivity to needs of elders and low-income persons.
- Valid Massachusetts Driver's License.

- Must have or be willing to obtain a hydraulic license

EDUCATION AND EXPERIENCE:

- Minimum of three years prior experience in custodial, labor, construction and/or mechanical position required.
- Previous supervisory experience a plus.
- Experience working in situations requires the exercise of independent judgement. Computer literacy a plus.

OTHER:

- Salary and benefits are according to state and federal law, Board approved personnel policies and budget. WHA is an Equal Opportunity/Affirmative Action employer.
- Must possess a valid driver's license or have access to reliable transportation. Background check required.
- Must live within a 20-30 minute radius of Wenham, MA

Interested applicants must submit a letter of interest and resume to Paula Mountain by email to wenhamhousing@verizon.net or mail to Paula Mountain, Executive Director, Wenham Housing Authority, Larch Lane, Wenham, MA 01984