



ANDOVER HOUSING AUTHORITY

100 Morton Street Andover, Mass. 01810 Tel. 978-475-2365 FAX: 978-475-0313
TDD 1-800-545-1833 X372

Department of Maintenance & Modernization Job Posting

Title: Maintenance Mechanic

Schedule: Full-Time (40 hours/week), In-person

FLSA: Non-Exempt / Hourly

Bargaining Unit: Teamsters Union Local 170

Hourly Rate: \$38.77 / Hour

The Andover Housing Authority seeks qualified candidates for the full-time position of Maintenance Mechanic. Under the supervision of the Maintenance Supervisor, this position performs maintenance and repair tasks on buildings, grounds, and property requiring journeyman skill in a variety of trades. Tasks include preventative maintenance to doors, locks, cabinetry, shelving, stairs, and other common dwelling equipment, as well as plumbing and light electrical work that does not require a license. In addition, this position performs groundskeeping and landscaping duties across Andover Housing Authority properties.

Experience with Weil-McLain Condensing High-Efficiency Gas Boiler systems and HVAC is preferred, but not necessary.

Work Schedule: Monday – Friday, 7:30 am – 4:00 pm

This position is ideal for those who wish to continue their trades career at a dynamic housing authority offering great benefits such as health, dental, and vision insurance; paid time off; contributory retirement benefit; 457b; professional development; and much more!

Duties/Responsibilities include, but are not limited to:

- Independently performs a wide range of building and ground repairs and maintenance functions, calling for physical exertion frequently, including but not limited to:
 - Repairs plumbing fixtures and pipes, such as toilets, sinks, drains, valves, and controls.
 - Repairs burner controls and switches, rewires electric ranges and performs minor electrical work on refrigerators.

- Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.
 - Repairs windows, doors, doorframes, locks, and mailboxes.
 - Repairs alarm systems, including controls.
- Digs ditches and holes as needed to uncover leaks, repairs as needed.
- Repairs and maintains mechanical equipment such as; snow blowers, power mowers, etc.
- Checks condition of boiler rooms and makes repairs to all oil pumps and valves; generally maintains condition of boiler room in satisfactory condition.
- Orders materials, supplies, and equipment for own purposes and jobs performed, and may lift heavy objects into place.
- Inspect apartments for maintenance work to be done, usually because of a tenant's request for a work order or an apartment vacancy.
- Performs groundskeeping tasks such as trimming, mowing, and planting.
- Supports emergency and routine work order management including annual inspections; checks completed work to ensure it conforms to required standards and instructions.
- Mandatory participation in the On Call program; Mandatory participation in the Snow & Ice program including plowing, snow blowing, shoveling, sanding, and salting.

Qualifications

- High school diploma or GED or any equivalent combination of training and experience that would demonstrate possession of the required knowledge, skills, and abilities of the position.
- Minimum of five (5) years of related experience.
- Valid driver's license required
- OSHA 10-Hour Certification upon hire or within one year of hire
- Strong written and verbal communication skills, including the ability to work with external contractors, tenants, and their guests in a courteous, compassionate, and helpful manner.
- Knowledge of and skill in using a wide range of hand and power tools such as hammers, drills, pliers, electrical testers, hand and power saws, cutters, plungers, wire brushes, and more.
- Ability to work independently with minimal supervision, work collaboratively with other team members or outside contractors, and exercise sound professional judgment and problem-solving skills to support the team.
- Strong organizational and time management skills with ability to work on long-term solutions.

- Ability to lift and position heavy objects up to and including 75 pounds using proper body mechanics and support equipment.

Preferred but Not Required:

- Experience with HVAC, electrical, and carpentry.
- Experience with or licensed in asbestos removal is a plus.

This position at the Andover Housing Authority is subject to a pre-employment physical, drug/alcohol screening, and CORI criminal background check.

How To Apply:

Please submit your resume and cover letter via [Indeed](#), email to hr@andoverhousing.org with the subject line “Andover Maintenance Mechanic”, or by mail to:

Andover Housing Authority
Attn: Taylor Donaldson Jhurani
100 Morton Street
Andover, MA 01810

Applications will be accepted on an ongoing basis until the position is filled. **Priority will be given to applications received by August 20, 2026.**

The Andover Housing Authority is an Affirmative Action & Equal Opportunity Employer. There shall be no discrimination on the basis of race, age, gender, national origin, disability, religion or belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, veteran status, or any other protected class. We welcome all applications from a wide range of candidates with selection for roles based on individual merit alone.

The Andover Housing Authority will endeavor to provide reasonable accommodation to a qualified applicant with a disability unless the accommodation imposes an undue hardship. If you believe you require such assistance to complete the above-mentioned application steps or to participate in an interview, please contact us at tjhurani@arlingtonhousing.org.