

MAINTENANCE MECHANIC

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Receive assignments from Maintenance Supervisor (Housing Authority).
- Keep Supervisor apprised as to progress and completion of jobs.
- Coordinate with the Supervisor on timely processing and completion of work orders in database.
- Inspect properties periodically to determine needed repairs.
- Estimates materials required for repairs.
- Does carpentry, painting, masonry, roofing, tiling, locksmithing, and other mechanical work.
- Cleans and Paints, including wall repair in vacant units and shared areas. Wash and wax floors, and clean appliances, etc.
- Maintains and cares for landscaped areas,
- Performs snow removal and clearing of all sidewalks and parking lots.
- Establishes and maintains an inventory of supplies and equipment.
- Keeps time and material records.
- Performs other related duties as deemed necessary by Supervisor.

SUPERVISION RECEIVED

Under general direction of the Maintenance Supervisor and Executive Director, employees help plan and prioritize most of the work independently and as assigned, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities.

QUALIFICATIONS

- Must have basic knowledge of maintenance systems, building equipment, and tools.
- Must possess maintenance and construction skills.
- Must have excellent written and oral communication skills.
- Must have a valid MA driver's license, be insurable, and have the ability to lift 75lbs. unassisted.
- Ability to work under hazardous and adverse conditions such as sleet, snow, heat, cold, dust, dirt, etc.
- Ability to operate motor vehicles such as trucks, dump trucks, and utility trailer with truck.
- Ability to understand and carry out oral and written instructions.
- Ability to work in cramped quarters, crawl spaces, and high places.
- Must be available for rotating on-call after-hour service and related weather emergency duties, as required.

COMPENSATION

Base wage rate is determined by the current Department of Labor (DOL) wage rates in effect at the time of hire. Additional compensation is paid for on-call and after-hour service.

Interested Candidates should forward cover letter and resume to: lhanssen@warehousingauthority.org

The Ware Housing Authority is an EOAA Employer.