

**Glastonbury Housing Authority
Job Description**

JOB TITLE: Maintainer II

FSLA EXEMPT: No

LOCATION: Main Office-All properties DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Supervisor

SUMMARY: This is a very responsible building & grounds maintenance work at the full performance level involving specialized and skilled tasks in the maintenance of properties owned and managed by the Authority. Keeps premises of housing authority buildings and grounds in clean and orderly condition. Helps GHA reach its goals and objective through maintenance efforts by assisting in a variety of property maintenance functions as assigned, including completing property work orders, inspection repairs, preventative maintenance, unit turnover repairs and grounds maintenance. Demonstrates knowledge of heating, plumbing, carpentry, landscaping, electrical repair, and other skills required in building maintenance work in the performance of the duties assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Responsible for making difficult building maintenance and repair decisions.

On call after hours and respond to emergencies after hours, in a rotation with the designated maintenance staff as assigned by the maintenance supervisor.

Able to work with varying work shift start times.

Performs work in a safe manner and observes all safety procedures.

Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.

Investigate and determine source of problems on complicated items such as plumbing malfunctions, failures or performance issues.

Investigate and determine source of problems on simple items such as lighting circuits, false alarms, peeling paint and roof leaks.

Estimate time and material required to complete the work required, prepare material list review plan with supervisor and obtain necessary permits

Repairs, assembles and installs work according to specifications and codes

Ability to safely operate machinery including skid steer loader or equivalent, hydraulic lifts/boom lifts, and pick-up trucks with and without trailers attached.

Safely operate small equipment including but not limited to, leaf loaders, chain saws, snow blowers, leaf blowers, zero-turn riding lawn mowers. Performs seasonal landscaping tasks such as mowing, string trimming, edging, weeding, cleaning up debris, pruning, leaf removal, snow removal, salting walks, etc.

Performs semi-skilled maintenance and repair tasks to heating, air conditioning and water heaters.

Performs skilled plumbing tasks such as installing toilets, faucets, shut offs, hose bibs, hot water heaters, domestic water lines, sweating joints, working with PEX-tubing. Semi-skilled tasks such as changing faucet washers, stems, seats, etc. and repairing toilets by changing fill valves, overflow tubes, floats, flappers, wax rings, etc.

Performs minor electrical tasks such as replacing switches, plugs, light fixtures, ballasts, sensors; resetting circuit breakers, changing plate covers, on switches and outlets, replacing light bulbs, globes, etc.

Performs general building repairs through the use of such tools and equipment as common hand tools, glass cutters, wrenches, pipe cutters, drain augers, caulking guns, trowels, etc.

Moves heavy objects such as refrigerators, stoves, hot water heaters, etc.

OTHER JOB DUTIES

To meet specific deadlines or deal with special circumstances the position may be required to perform certain cleaning or janitorial tasks.

Delivers messages. Transports small equipment or tools between other GHA properties.

Sets up for special events or meetings.

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

None

SUPERVISION RECEIVED

Employee receives work direction or guidance from the maintenance supervisor or their designee. Work is monitored in progress and upon completion. Employee is responsible for reporting to the supervisor any unusual situation or condition coming to his or her attention.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be able to work collaboratively with coworkers, contractors and other officials. Individual must be able to communicate respectfully with residents and the public and be able to deescalate interactions as needed. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and at least four years related building and grounds maintenance or experience and/or training; or equivalent relevant experience.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bilingual individuals desirable.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Connecticut driver's license is required.

Desirable licensing- trade license (ex: in HVAC, plumbing, or electrical)

OTHER SKILLS and ABILITIES:

He or she must have considerable knowledge of materials used in building and grounds maintenance. Must be skilled in the use of hand tools and equipment generally used in building and grounds maintenance. The employee must be able to perform difficult maintenance and repairs of buildings, grounds and equipment, and the ability to perform minor electrical repairs. Ability to climb ladders and work in elevated locations up to four stories in height. The employee must be able to safely operate a pickup truck, snowplow, snow blowers or other equipment or vehicles assigned. The employee must be capable of following oral and written instructions.

Ability to effectively use computers including: use of Microsoft Explorer for researching and ordering parts on internet, using Microsoft Outlook for email communications and use of Microsoft Word to prepare basic correspondence.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to for prolonged periods sit, stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must regularly lift and/or move up to 50 pounds, occasionally lift and/or move more than 90 pounds and lift up to 140 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must have good ability to perform physical tasks.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions, extreme cold, extreme heat. The employee occasionally works in high, precarious places and has possible exposure to, unpleasant odors, fumes or airborne particles, toxic or caustic chemicals and other hazardous materials.

Possible contact with bees, poison ivy, wasps and other naturally occurring hazards.

The noise level in the work environment is frequently moderate to loud.