



34 Everett Street, Concord, MA 01742
978-369-8435 (phone) 978-369-4269 (fax)
www.concordha.org

Maintenance Mechanic/Groundskeeper/Laborer

Job Summary

Work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of buildings and grounds requiring many skills found at the journeyman level, such as: carpentry for woodwork repairs, plumbing repairs, electrical and painting work, but not to the extent that a licensed trade person would be required. An incumbent is expected to have knowledge of manual skills in repairing such items as: plumbing/heating valves and pipes, electrical switches, stoves and refrigerators; windows, doors and other wood materials, mechanical equipment (e.g. snow blowers, lawn mowers, hedge clippers), and in carrying out a full set of maintenance duties, may be required to work under hazardous and adverse conditions such as: sleet, snow, heat, cold dust and dirt. Position requires on-call every three weeks for emergency work orders and snow removal.

Type of Position/Hours Worked

This is a full-time, 40 hour/week position. Hours worked are 7:00 AM - 3:30 PM Monday – Friday; on call every three weeks for maintenance emergencies and snow removal.

Salary

\$31.49 per hour including benefits

Location

This position is located at the Concord Housing Authority, 34 Everett St. It requires travel to properties and for professional development.

Supervision received

The incumbent receives general supervision from the Maintenance Supervisor.

Principal Duties

1. Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.
2. Repairs plumbing fixtures and pipes, such as: toilets, sinks, drains, valves, and controls.
3. Digs ditches and holes to uncover leaks, and once found, repairs leaks to pipes and valves.
4. Repairs burner controls and switches, and rewires electric ranges, and performs minor electrical work on refrigerators.

5. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.
6. Repairs windows, doors, doorframes, locks, and mailboxes.
7. Repairs alarm systems, including controls.
8. Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers and other pieces generally used by the maintenance force.
9. Check condition of boiler rooms, blow down boilers, and makes repairs to pumps and valves; generally maintains condition of boiler rooms in satisfactory condition.
10. Orders materials, supplies and equipment for own purposes and for jobs performed, and may lift heavy objects into place.
11. Inspects apartments for maintenance work to be done, usually as a result of a tenant request for a work order or an apartment vacancy.
12. Must have knowledge of and skill in using a wide range of hand tools and equipment such as: drillers, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, wire brushes, et al.
13. Performs a number of grounds keeping tasks: trimming, mowing, and planting.
14. Performs other related duties of the class, as required.

Qualifications/Experience

High school graduate with at least one-year vocational/technical education or equivalent training/experience in the building, and maintenance trades. Possess a valid class III driver's license.

TO APPLY: Submit resume and cover letter by Friday, May 13 to:

Jennifer Polito

Executive Director

Concord Housing Authority

34 Everett St.

Concord, MA 01742

Email: jpolito@concordha.org

For a complete job description contact the CHA at 978-369-8435 or email jpolito@concordha.org.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any other person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.

