

Position Description: **MAINTENANCE AIDE**

**General Statement:** Perform semi-skilled building and equipment maintenance; assist Maintenance Mechanic and/or Mechanic & Aide in major construction, repairs when required and also to perform all laborer work.

**Supervision:** Works under the supervision of an employee of higher grade, who assigns duties and reviews work when required. Receives orders and job assignments from the Maintenance Operations Manager or foreman.

**Examples of Duties:**

1. Responsible for routine and minor equipment, plumbing, electrical, carpentry and heating work.
2. Ground work, such as grass cutting and trimming, street cleaning, shrub cutting or trimming, weeding, snow shoveling and/or plowing.
3. Trash removal, as required.
4. Cleaning and care of public hallways, windows, offices, community buildings, laundry rooms, bathroom, kitchens and other routine daily maintenance or janitorial work,
5. Painting in an emergency
6. Any other work the employee is capable of performing.
7. Ability to work without supervision when required.

**Qualifications:**

1. General knowledge of fundamentals of building trades.
2. Ability to work effectively with others.
3. Some experience in the mechanical or construction field.
4. Ability to use tools and perform work of a semi-skilled nature.
5. Ability to understand and follow written and oral instruction.
6. Ability to work for the residents of the Authority and perform a public service which will reflect a credit on the Chicopee Housing Authority.
7. Fluency in Spanish is highly desirable.