

Position Description: **MAINTENANCE MECHANIC & AIDE**

General Statement: Perform semi-skilled and skilled building, dwelling, equipment and construction tasks, perform related work as required.

Supervision: Works under the supervision of Maintenance Operations Manager and/ or Working Foreman who assign work and check for quality and completion. May be assigned to work with a Maintenance Mechanic and is to follow instructions or directions during work period.

Example of Principal Work duties:

1. Repairs plumbing fixtures and pipes, such as: toilets, sinks, drains, valves and controls.
2. Repairs or replaces electrical switches, outlets and lighting fixtures.
3. Installs tub kits, builds countertops and cabinets, and performs laminate work.
4. Repairs floors, windows, doors, door frames, locks, mailboxes.
5. Performs semi-skilled and skilled work in the operation, maintenance and repair of heating, ventilating and air conditioning systems, and related work as required.
6. Ability to troubleshoot problems with the heating systems and assist maintenance mechanic in fixing issues that arise.
7. Performs painting in apartments, i.e. walls, doors and ceilings.
8. Performs semi-skilled grounds keeping tasks, including but not limited to hauling the trailer and loader and running the loader.
9. Trains and cross-trains maintenance aides on various tasks and skills.
10. Performs all other duties assigned by Maintenance Operations Manager or Working Foreman when required, as requested.

Qualifications:

1. Ability to work effectively with others.

2. Five years of experience in construction, plumbing, heating, and/or a related field.
3. Ability to use tools and perform work of a semi-skilled or skilled nature.
4. Ability to understand and follow written and oral work instructions.
5. Ability to work for the residents of the CHA and to perform a public service.
6. On an annual basis, attend and complete at least one (1) continuing education course, chosen from a list approved in advance by CHA.
7. Must have and maintain a valid Massachusetts Drivers' License.