

WALTHAM HOUSING AUTHORITY

MAINTENANCE DEPARTMENT

Maintenance Mechanic

The Waltham Housing Authority is seeking applications for the position of Maintenance Mechanic, qualified candidates should have knowledge and skill in repairing and maintaining plumbing & heating equipment, electrical switches and lighting fixtures, and must be experienced in snow removal procedures and able to operate truck-mounted snow plows, snow blowers and etc. Knowledge and experience with maintaining gas operated equipment and their components are a plus. Experience in carpentry repairs, doors, windows, stair railings, etc. is desirable. Please see Job Description-Maintenance Mechanic for additional skills and duties.

The person must be able to work independently with a minimal amount of supervision and be willing to work on a rotating on-call after-hours basis.

A valid MA driver's license is required and other professional trade/construction licenses highly desirable for example hoisting, construction supervisor or similar licenses. Successfully passing a Criminal Offender Record Information (CORI) and physical examination which will include medical screening are conditions of employment.

Applications and resumes are being accepted until May 30, 2018.

Waltham Housing Authority
Maintenance Department
110 Pond Street

EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER



CLASS TITLE

Maintenance Mechanic

JOB SUMMARY

This type of work involves the performance of semi-routine and diversified duties in connection with repairs to and maintenance of building and grounds requiring many skills such as: carpentry for woodwork repairs, minor plumbing repairs, electrical and painting work. Is expected to have knowledge of and manual skills in repairing such items as: plumbing and heating valves and pipes, electric switches, stoves and refrigerators; windows and doors and other wood materials, mechanical equipment (e.g. snow blowers, 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, dust and dirt.

SUPERVISION RECEIVED

Receives general supervision from Maintenance Foreman. Carries out work assignments after being provided with work schedule, determines work methods and techniques for accomplishing. Supervisor spot checks work while in progress and upon completion for acceptability.

SUPERVISION GIVEN

May provide work direction and guidance to a small number of laborers or aides, but generally works independently and exercises a great deal of independence or judgment in resolving problems in the act of repairing buildings and appurtenances.

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 leak to pipes and valves.
4. Repairs burner controls and switches, and repairs 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, door frames, locks, and mail boxes.
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. Checks condition of boiler rooms, blows down boilers, and makes repairs to oil pumps and valves; generally, maintains condition of boiler room in satisfactory condition.
10. Orders materials, supplies and equipment for own purposes and for others working on team, and may lift heavy objects into place.
11. Inspects apartments for maintenance work to be done, usually as a result of a tenant request or work order.
12. Must have knowledge of and skill in using a wide range of hand tools and equipment, such as: drills, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, tap and dies, wire brushers, et al.
13. Is on call-in rotating basis with other maintenance employees.
14. Performs a number of groundkeeping tasks: trimming, mowing, and planting.
15. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting and mechanical equipment.
2. Ability to read blueprints, drawings, and technical documents.
3. Ability to perform complicated building maintenance tasks of varying difficulty independently.
4. Knowledge of tools and methods to be used in a wide range of building maintenance work.
5. Knowledge of occupational hazards and safety measures.
6. Ability to direct the work of others, such as: laborers, and aides.
7. Ability to understand and carry out oral and written instructions.
8. Ability to maintain acceptable working relationships with co-workers.
9. Ability to work hazardous and adverse conditions, such as: sleet, snow, heat, cold, dust and dirt, as well as cramped quarters and high places.
10. Ability to lift heavy objects into and out of truck, or other carriers.

TRAINING/EXPERIENCE

The nature of the work requires a great deal of prior building

maintenance experience in at least three areas or work; plumbing, electrical work and carpentry. Should have personally performed many of the skills normally required of a journeyman and be able to demonstrate their possession. Training in blueprint reading is highly desirable. Good physical health is a prerequisite, as is possession of a Massachusetts drivers license. Should be able to demonstrate an ability to lift objects of moderate weight.