

**Glastonbury Housing Authority
Job Description**

JOB TITLE: Maintainer

Exempt (Y/N): No

LOCATION: All projects

DEPARTMENT: Maintenance

SUPERVISOR: Maintenance Supervisor

PREPARED BY: CD

DATE: 04/19/2019

APPROVED BY: NJG

DATE: 05/6/2019

SUMMARY: Keeps buildings and grounds in clean and orderly condition by performing a variety of semi-skilled and unskilled tasks. Demonstrates basic knowledge of grounds maintenance, carpentry, custodial and heating, plumbing and electrical repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Safely operate an authority provided vehicle.

Performs maintenance of grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, weeding and other related tasks. Must possess the ability to safely operate: a zero-turn lawn mower, backpack and hand-held blowers, hedge clippers and other gas-powered equipment.

Performs minor plumbing tasks such as replacing faucet stems, seats, etc. and repairing toilets by replacing tank bolts, fill valves, flappers, wax rings, etc.

Performs minor electrical tasks such as resetting circuit breakers, replacing switches and outlets, replacing light bulbs, globes, etc.

Perform tasks related to wall repairs including, minor sheetrock repairs, taping and compounding, painting and related tasks.

Performs floor tile and carpet installation by removing old tile/carpet, scraping down the floor surface to remove old cement, applying correct adhesive to the floor surface and then cutting and laying the tile/carpet properly.

Repairs and replaces window shades by measuring, cutting and installing.

Cleans vacant apartments by washing walls, ceilings, windows, floors, cupboards, lavatories.

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Performs minor building and grounds maintenance and repairs through the use of such tools and equipment including common hand tools, wrenches, pipe cutters, drain augers, toilet plungers, shovels, rakes, power saws, drills, caulking guns, trowels, etc.

Clears snow and ice from buildings and grounds by shoveling, using a snowblower and applying sand and salt to ensure tenant safety.

Moves heavy objects such as refrigerators, stoves, etc.

Picks up or cleans common space between cleanings if needed and empties and cleans ashtrays as required.

Transports trash and other material to designated disposal area.

Delivers messages. Transports small equipment or tools between other GHA properties. Sets up tables and chairs in dining halls or community room.

Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

Does not supervise any employees in the maintenance department.

SUPERVISION RECEIVED

Employee receives work direction or guidance from the maintenance supervisor or their designee. Employee is responsible for reporting to the manager/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 requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of trade school education and 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

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one-on-one and small group situations to customers, clients, and other employees of the organization.

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. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid Connecticut driver's license and ability to be insured on our automobile insurance policy is required.

OTHER SKILLS and ABILITIES:

The employee must have a basic understanding of task required in building maintenance and grounds maintenance. He or she 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 basic maintenance and repairs of buildings, grounds and equipment. The employee must be able to safely operate a vehicle, snow blowers, zero-turn mowers and other gasoline and electric powered small tools. The employee must be capable of following oral and written instructions.

PHYSICAL DEMANDS:.

While performing the duties of this job, the employee is regularly required to 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, and occasionally push/pull/lift objects up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. See objects far away while driving in day or night time hours.

While performing the duties of this job, the employee frequently works near moving mechanical parts.

Able to perform moderately difficult manipulative skills and effective use of hand tools.

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Must be mobile, stand or sit for prolonged periods, and be able to perform simple motor skills such as standing or walking.

Must be able to remain in uncomfortable positions for prolonged periods such as reaching or bending over equipment

Is exposed to seasonal weather conditions and is frequently exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places. May be exposed to grease, oil, dust, loud or unpleasant noises, unpleasant odors, electrical hazards, and other hazardous materials such as chemicals.