

**HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053**

POSITION DESCRIPTION

TITLE: MAINTAINER I

DEPARTMENT: MAINTENANCE / OPERATIONS

GENERAL STATEMENT OF DUTIES: Performs unskilled and semi-skilled work in the general maintenance of buildings, grounds and equipment, or hauling maintenance materials; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform a variety of moderately heavy manual labor. In addition, work requiring some skill in the use of hand tools or in the operation of automotive equipment is also performed. Work is normally performed under the supervision of a Maintenance Leader who issues written or oral orders and makes frequent inspections to assure correct performance of work. Some assignments involve exposure to inclement weather and to accident and injury hazards and disagreeable elements.

EXAMPLES OF WORK (Illustrative only): Cleans apartments, bathrooms, windows, offices and streets; moves furniture; maintains floors and washes walls; cleans ranges, refrigerators, heaters, sinks and cabinets; mows lawns with power or hand mowers; cuts weeds and brush; trims hedges and rakes leaves and grass; sprays plants with insecticides; collects trash and refuse and loads it into truck; removes and replaces broken glass in windows and doors; measures and cuts new glass to size; operates dump and platform trucks in hauling materials; collects and hauls refuse; may operate heavy equipment in clearing and leveling areas; trims trees with power saw and hauls brush; plants shrubbery and spreads lime and fertilizer; digs post holes and erects fences; clears snow from sidewalks, parking lots and other areas; tests, repairs and replaces damaged plumbing facilities such as commodes, sinks and lavatories; unstops commodes, sewage lines, drain lines and sinks; repairs and installs faucets, drain lines, etc., repairs and replaces door locks; repairs and replaces gas ranges; repairs and rebuilds cabinets; cleans and paints apartments; cleans and repairs furnaces; lays tile; performs inventory and stock control duties; keeping records of stock received and issued; makes keys for all projects; assists skilled craftsmen in the various building trades; assists in the installation, maintenance adjustment and repair of buildings, structures, equipment and fixtures; maintains the more common hand and power tools of the assigned trade; services and makes routine adjustments to automotive equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

High school diploma or GED. Knowledge of the practices, methods and materials of several building and grounds maintenance trades; ability to use and maintain the more common hand and power tools of the trade(s) to which assigned; ability to operate trucks and light automotive equipment in a safe and effective manner; ability and willingness to learn a wide variety of tasks required in building and grounds maintenance work; good physical condition.

DESIRABLE EXPERIENCE AND TRAINING:

- Related experience in the repair and maintenance of the buildings, grounds and equipment with a general knowledge of various building trades strongly preferred.
- Vocational school or technical training in maintenance and repair or construction trade preferred.
- Equivalent combination of experience and training which provides the required knowledge and skills.
- Ability to clearly communicate, written/oral in English. Bi-lingual, English/Spanish preferred.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Duties require being available to work nights, weekends, standby and emergency call-ins. Work is performed in an outdoor and indoor environment, which may include uneven and unstable walking surfaces, tripping hazards, moderate noise levels, adverse weather conditions, exposure to noise, dust, grease, smoke, fumes, gases, chemicals, pesticides, traffic, and heavy equipment. This position requires the ability to walk, kneel, stand, crouch, crawl, climb ladders, bend, dig, hear and speak to exchange information, and occasionally push, pull, and lift objects weighing up to 100 pounds. Position requires driving a vehicle to conduct work.

LICENSE OR CERTIFICATION:

Must maintain a CT Motor Vehicle Operator's License in Good Standing and ability to maintain throughout employment. Possession of a valid First Aid/CPR card, or obtain within six months of hire date, and ability to maintain throughout employment. OSHA 10 certification or obtain within 6 months of hire.

Note: Successful completion of pre-employment background, criminal history, and driving record checks required.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.