



POSITION: Property Maintenance Staff

DEPARTMENT: Maintenance

STATUS: Non-exempt

SALARY: \$21.61/hour

POSITION SUMMARY:

The WHA's property maintenance team performs a variety of property maintenance and upkeep tasks on the grounds and in the buildings of the WHA. Staff perform custodial duties, landscaping, turnover of vacant units, snow and ice removal, and some light mechanical duties such as light carpentry, electrical, plumbing, and plaster repairs. Daily schedule is 8:00 a.m. – 4:30 p.m., Monday through Friday, with occasional overtime. One evening position also available, 3:30 p.m. – 12:00 a.m. Candidates must be able to pass a CORI background check, drug screen, and pre-employment physical, and must have a valid, insurable driver's license.

EXAMPLES OF DUTIES:

1. Performs exterior and interior cleaning of WHA properties including but not limited to the cleaning of vacant units, cellars, offices, community spaces, interiors, public spaces, stairwells, hallways, incinerators, and grounds.
2. Operates equipment including, but not limited to WHA vehicles, snow equipment, lawn cutting equipment, and power tools which do not require a special license.
3. Performs exterminations, cuts and rakes grass and performs snow/ice removal.
4. Performs incidental minor repairs and adjustments to building structures and equipment that do not require the skill and training of a journeyman.
5. May maintain boiler rooms by making minor repairs to boilers, pumps and other equipment and maintains appropriate records.

KNOWLEDGE, ABILITIES. AND SKILLS:

The person who holds this position must be able to perform both heavy and light manual labor. The position requires the ability to understand and follow oral and written instructions issued by a supervisor, and the ability to prepare reports. An understanding of tools required for minor repairs and adjustments in various trades is required.

EXPERIENCE AND TRAINING:

1. High school diploma or equivalent;
2. Valid and insurable Massachusetts driver's license;
3. Two (2) years' experience in a maintenance, trade, or custodial position (equivalent experience in related disciplines will be considered).
4. Familiarity with tools required for maintenance and repair of appliances, machines, and properties.

ENVIRONMENTAL/PHYSICAL REQS. TO PERFORM ESSENTIAL FUNCTIONS:

This position requires working outdoors and indoors in all weather conditions, is subject to heavy and strenuous work, may encounter undesirable pests. A WHA employee in this position must be able to meet all of these requirements:

Environmental Parameters:

1. Ability to work in public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas of properties] in all weather conditions.
2. Ability to work in an environment with conditions such as sleet, snow, dust and dirt, as well as cramped quarters and high places.
3. Ability to work in environment with conditions, which may include fumes, odors, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.

Physical Requirements:

1. **Constantly** [over 70% of the time]
 - Repetitive arm/hand movement
 - Eyesight and hearing
 - Bending and twisting at the waist
 - Kneeling and squatting
 - Reaching above shoulder
 - Lifting and carrying 25 pounds
 - Driving/ operating equipment
 - Carrying 5 – 10 pounds
 - Pulling 5 – 15 pounds
 - Wear safety devices, breathing masks, goggles, helmet, gloves
2. **Frequently** [30 – 70 % of the time]
 - Carrying 50 pounds
 - Climbing stairs/ladders
 - Standing/walking
 - Carrying 25 - 40 pounds
 - Pushing 15 – 40 pounds
 - Pulling 15 – 40 pounds
3. **Occasionally**
 - Sitting
 - Lifting up to 75 pounds
 - Pushing and pulling over 40 pounds
 - Crawling

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The person in this position may be required to perform any other related duties as may be required.