

Job Overview

The Housing Authority of the Town of Enfield is among the original public housing authorities in the State of Connecticut with a vast portfolio of housing programs including Elderly/Disabled, Congregate, Moderate Rental and Housing Choice Voucher programs.

We are seeking a qualified individual to join our facilities maintenance team. The ideal candidate will have the necessary work experience and the desire to learn the trades needed for the physical maintenance of our quality affordable rental apartments. We are seeking a reliable, dedicated team player with excellent time management and organizational skills and the ability to work independently.

Responsibilities

1. Performs grounds care tasks in accordance with established procedures. These tasks include but are not limited to: picking-up trash and debris, mowing, trimming, edging, pruning; sweeping walks and drives; patching parking lots and drives; removing snow; spreading sand and/or ice-melt, repairing fences, inspecting and repairing playground equipment, etc.
2. Operates and maintains powered and non-powered grounds equipment including shovels, rakes, axes, saws, trash pick-up tool and sacks, mowers, trimmers, blowers, chain saws, snow blowers, snowplows, and the like.
3. Performs cleaning and sanitation tasks in accordance with established procedures. These tasks include, but are not limited to: disinfecting and cleaning rest room fixtures; spot cleaning walls, doors and glass; application of paint where needed; collection and removal of trash from buildings; vacuuming carpeted areas; wet mopping and spray buffing resilient tile floors; shampooing carpets; re-supplying paper and soap dispensers; and replacing burnt out light fixture lamps.
4. Positions waste containers for trash pick-up and re-positions after pick-up.
5. Prepares vacant units for occupancy by washing windows, doors and walls; stripping and refinishing resilient tile floors; cleaning appliances; cleaning bathroom fixtures; preparing and painting building surfaces and cabinets; and performing other duties as assigned by the Facilities Manager.
6. Performs minor maintenance tasks such as replacing faucet washers; unstopping sinks, tubs and commodes; replacing light switch and, outlet covers; replacing blown fuses and resetting circuit breakers; replacing broken window panes; patching small holes in drywall; patching and replacing screens; replacing broken or missing floor tile; etc.
7. Provides manual labor for a variety of tasks as directed by the Facilities Manager which may include moving furniture, equipment and appliances; setting up tables, chairs, exhibits and displays; loading and unloading trucks; etc.

Requirements

1. Knowledge of basic methods, practices, tools, and materials, used in building maintenance and repair, cleaning and grounds care.
2. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.

3. Ability to operate powered and non-powered grounds equipment including shovels, rakes, axes, mowers, trimmers, blowers, chain saws, snow blowers, snowplow, and the like.
4. Ability to operate powered and non-powered cleaning equipment including brooms, mops, spray bottles, floor machines, wet/dry vacs, carpet vacs, carpet shampooers, and the like.
5. Ability to operate powered and non-powered maintenance tools including measuring tapes, screwdrivers, pliers, wrenches, hammers, saws, drills, sewer machines, pressure washers and the like.
6. Ability to perform minor building maintenance, cleaning and grounds care tasks.
7. Ability to establish and maintain effective working relationships with coworkers, residents, contractors, and the general public.
8. Ability to understand and follow written and oral instructions
9. High school graduate or GED; and, some experience with and knowledge of building repair and maintenance, cleaning and grounds care tasks; or a combination of education, training, and experience equivalent to the above.
10. Possession of a valid State of Connecticut driver's license.
11. Ability to be covered under the Housing Authority's vehicle insurance policy and fidelity bond.

Company Overview

Organized in 1948, the Housing Authority of the Town of Enfield is among the original housing authorities in the State of Connecticut focusing on meeting the housing needs of the community by developing and managing programs that result in high performing, sustainable and fiscally responsible housing.

The Housing Authority of the Town of Enfield is a proven leader in the housing industry by providing services to over 600 families in Enfield and surrounding towns. We promote safe, decent, sanitary, drug free and smoke free housing opportunities.

The Housing Authority of the Town of Enfield is looking for a dedicated individual who can contribute their skills in a collaborative environment in service to our residents. In return, we offer competitive compensation and a generous benefits package including health, vision, life insurance, 457 Plan, paid sick and vacation, 12 paid holidays a year, pension, and an employee assistance program. The Housing Authority of the Town of Enfield is an equal opportunity employer.

Housing Authority of the Town of Enfield
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