

Maintenance Mechanic 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 knowledge 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.

Pay Rate: \$27.76 per hour

Responsibilities

1. Independently performs a wide range of building and equipment repairs and maintenance functions, calling for physical exertion frequently.
2. Repairs or replaces plumbing fixtures and pipes such as toilets, sinks, drains, valves, and controls. Unclogs clogged fixtures and pipes using a variety of powered and non-powered sewer machines and augers.
3. Trouble shoots and repairs electrical and gas ranges including such tasks as replacing burner controls and switches, replacing electrical heating elements, rewiring electrical ranges, replacing door handles and gaskets, etc.
4. Trouble shoots and repairs/replaces electrical systems and components including switches, outlets, lighting fixtures, circuit breakers, fuses, electrical wiring, etc.
5. Trouble shoots and repairs mechanical systems and components including boilers, pumps, furnaces, fans, blowers, thermostats, controls, etc.
6. Trouble shoots and repairs/replaces refrigerators including replacing fans, replacing controls, replacing door handles and gaskets, etc.
7. Repairs or replaces windows, window frames, doors, door frames, locks, resilient and ceramic tile floors, carpeted floors, ceilings, cabinets, roofs, fascia, soffits, gutters, downspouts, clothes lines, mailboxes, etc.
8. Performs vacancy preparation work such as prepping walls, painting, cleaning stoves and refrigerators, replacing floor tile, cleaning, stripping and refinishing floors, and making repairs to building surfaces, fixtures, systems and equipment.
9. Uses a wide range of hand tools and equipment such as drills, hammers, pliers, screw drivers, electrical testers, hand and power saws, cutters, plungers, threaders, wire brushes, paint rollers and brushes, sprayers, etc.
10. Requisitions materials, supplies, and equipment as needed and may lift heavy objects into place.

11. Plans and carries out preventive maintenance and regular repair programs for building surfaces, systems and fixtures and playground equipment.
12. Performs a number of groundskeeping tasks, including but not limited to: trash removal, trimming, mowing, planting, snow removal, etc.
13. Provides after hours and weekend emergency coverage as directed by the Facilities Manager or Facilities Supervisor.
14. Performs other duties as directed by the Facilities Manager or Facilities Supervisor.

Requirements

1. Considerable knowledge of standard practices, methods, materials, tools, and equipment, used in building and grounds maintenance and plumbing, carpentry, mechanical and electrical tasks.
2. Considerable knowledge of occupational hazards and safety precautions of the work.
3. Ability to inspect buildings and grounds and determine needed repairs.
4. Ability to understand and follow written and oral instructions.
5. Ability to understand and work from sketches, blueprints, diagrams, etc.
6. Ability to maintain records and prepare routine reports.
7. Ability to establish and maintain effective relationships with supervisors, associates, residents, and contractors.
8. Considerable knowledge of affordable housing inspection programs.
9. Computer literate with the ability to operate a computer and ability to learn and manipulate the appropriate Authority software programs.
10. Graduation from an accredited high school or possession of GED, supplemented by vocational/technical school training in carpentry, electricity, plumbing, mechanical systems, and/or related, with journeyman level skill in one of the recognized building trades.
11. Four years progressively responsible experience in building and grounds maintenance, building construction, or related experience; or a combination of education, training, and experience.
12. Possession of a valid driver's license.
13. Ability to be covered under the Housing Authority's vehicle insurance policy and fidelity bond.
14. Must be willing and able to provide emergency coverage after hours. This requires the employee to carry a cell phone while on call.

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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