

MANCHESTER HOUSING AUTHORITY
Notice of Job Posting
Posting Date – March 18, 2022

The Manchester Housing Authority (MHA) is a public housing agency funded by federal, state and local sources and by tenant rent payments.

MHA is subject to stringent federal and state regulation and is an Equal Opportunity employer.

POSITION:	<u>Maintenance Employee</u>
WAGE RATE/RANGE:	\$17.00 PER/HR
REGULAR HOURS:	7:00 AM - 4:00 PM WITH A 1 HOUR LUNCH (40 HOURS PER WEEK)
FLSA:	Non-Exempt

General Statement of Duties:

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This position will perform basic grounds keeping task such as policing the grounds for trash and debris; clearing snow and ice and applying salt, sand, ice-melt or similar materials to reduce weather related hazards; cleaning, painting and basic repairs of housing units; and will assist other employees when designated by the Foreman

Essential Tasks of the Position:

Perform daily, weekly and bimonthly maintenance tasks involving the upkeep of the property:

- General facility maintenance
- Seasonal maintenance duties including landscaping and snow removal
- Custodial tasks
- Any other related duties as assigned

Physical Requirements:

- The ideal candidate is a self-managing team player and is flexible about helping in different areas when needed
- Ability to work flexible schedule including weekend and evenings

***Applicants who wish to be considered must submit a resume/letter of interest no later than
4:00 PM on Friday April 1st, 2022 to:***

***Executive Director, MHA
24 Bluefield Drive
Manchester, CT 06040***

All Manchester Housing Authority job applicants must be prepared to undergo a criminal background check and testing for the use of unlawful drugs prior to employment.