

**MANCHESTER HOUSING AUTHORITY
JOB DESCRIPTION**

The Manchester Housing Authority is a public housing agency funded by federal, state and local sources and by tenant rent payments. It is subject to stringent federal and state regulation. The Authority is an Equal Opportunity employer.

POSITION: BUILDING SERVICES SPECIALIST I

WAGE RATE/RANGE: \$17.50

REGULAR HOURS: 7-4; Lunch 12:00—1:00 P.M. (40 Hours/week).

ESSENTIAL JOB FUNCTIONS:

The Authority operates and maintains public housing facilities for elderly, disabled and handicapped persons and scattered site housing for low income families, at various locations within the Town of Manchester. The Authority's Maintenance Department staff handles a wide range of interior and exterior maintenance tasks to repair and maintain the grounds and structures operated by the MHA, including the MHA headquarters and MHA Maintenance Department facilities.

The Maintainer I performs basic grounds-keeping tasks such as mowing, weeding, and 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 moving furniture and equipment as needed to accomplish such tasks. The Maintainer I assists employees who are designated as Maintainer II.

The Maintainer I operates various forms of mechanical equipment including hand tools, power tools, trucks, plows, snowblowers, sand- and salt-spreaders, and similar equipment.

The Maintainer I performs on-call emergency services for Authority tenants on a two week long rotation basis. When serving in the on-call capacity, the Maintainer I remains within thirty (30) minutes' driving distance of Authority facilities so as to respond promptly to emergency calls.

The Maintainer I is in frequent contact with public housing tenants, including tenants with both physical and emotional disabilities, and must respond in a professional and non-discriminatory manner at all times.

The Maintainer I reports to the Maintenance Supervisor, who reports directly to the MHA Executive Director. Either the Maintenance Supervisor or the Executive Director may require the performance of additional functions and duties in furtherance of the Authority's mission.

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

1. Ability to operate various forms of mechanical equipment including hand tools, power tools, trucks, plows, snowblowers, sand- and salt-spreaders, and similar equipment safely.
2. Ability to analyze equipment failures and breakages and to formulate and carry out repair procedures.
3. Ability to communicate clearly and accurately, both orally and in writing, with colleagues and supervisors, and with public housing tenants, including tenants with both physical and emotional disabilities.
4. A High School diploma or the equivalent is required.
5. Ability to follow and implement MHA maintenance policies and procedures and to complete routine tasks with minimal supervision.
6. Ability to prioritize responsibilities under pressure and to carry out job functions in a timely and effective manner.
7. Ability to prioritize workload.
8. Physical: the Maintainer I must lift, carry, push and pull heavy equipment, furniture, and supplies; maneuver on and about Authority facilities and upon the grounds; drive trucks and trucks equipped with plows; and manipulate hand tools and power tools safely and effectively.
9. Personal: the Maintainer I must work effectively with other Authority personnel in a cooperative manner aimed at completing tasks quickly and efficiently.
10. Connecticut driver's license: A valid Connecticut driver's license is required

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.