

Job Description

Title: Maintenance Mechanic I/Laborer

Pay Rate: TBD, up to \$35.20/hr

Description: The Sudbury Housing Authority seeks a maintenance mechanic/laborer. Up to 37.5 hrs/week; Monday-Friday. Benefits available.

Maintenance and repair duties include custodial functions; grounds-keeping; minor carpentry, plumbing, and electrical work; painting; minimal masonry; scheduling and overseeing the work of contractors. Must be available for timely response to after-hours maintenance emergencies on a rotating basis and snow removal as necessary.

Qualifications: General knowledge of and work experience (5 years) in buildings and grounds maintenance and general repairs; experience in operating hand and power tools and motorized equipment and vehicles; ability to lift/move heavy objects, understand and record written information, and interact with residents in a responsive, responsible manner. Willingness to work within the public housing directives established by the Executive Office of Housing and Livable Communities and to participate in related training opportunities. Valid MA driver's license and class 2D hoisting license/willingness to obtain the latter within 6 months of hire; high-school diploma; related training or work experience, and computer literacy required.

Start Date: Immediate opening

Location: Sudbury Housing Authority

Duties and Responsibilities:

- Perform maintenance/custodial tasks and repairs on all buildings and equipment
- Perform groundskeeping and snow removal in all weather conditions
- Perform or schedule unit vacancy and inspections/inspection work
- Be available for occasional emergency calls
- Perform work in a responsible and self-motivated manner
- Effectively organize time and tasks, prioritize and plan work, communicate with staff, residents, and contractors
- Purchase and maintain maintenance equipment and supplies
- Assist in updating and maintaining inventory record of maintenance equipment and building components
- Perform as part of a team, including other duties as required by executive director

Instructions: Submit cover letter and resume by mail to Sudbury Housing Authority, 55 Hudson Road, Sudbury, MA 01776 or by email to info@sudburyha.org. No phone calls, please. EOE.

Contact: Sheila Cusolito, Executive Director