

PLEASE POST CONSPICUOUSLY

**WATERTOWN HOUSING AUTHORITY ANNOUNCES
APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF**

FACILITY MAINTENANCE WORKER

DATE POSTED: March 22, 2023
CLOSING DATE: April 19, 2023
LOCATION: Housing Authority various locations
HOURLY RATE: \$17.25 - \$23.51

**Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/jobopps>**

A complete job description is attached.

Angela Robbins
Executive Secretary

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Maintenance series involving semi-skilled maintenance tasks. Incumbents will be responsible for independently performing facility maintenance tasks including but not limited to mechanical, plumbing, electrical and construction activities. The incumbent performs related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- May supervise maintenance level 1 staff to include: prioritizing and assigning work, ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment.
- Oversees, operates and maintains physical plant facilities to include: Domestic water systems, various building heating systems, fire protection systems and sanitary systems.
- Performs installation, maintenance and repair activities on various types of buildings, including preventative maintenance and minor repair of building structures, electrical, plumbing, heating and ventilation systems. This may include repair of roofs, windows, walls, floors, doors, masonry, insulation, pipes, ducts, valves, filters, belts, electrical wiring, switches and painting.
- Participates in afterhours & weekend on-call duties.
- Operates Authority owned cars, pickup trucks, dump trailer, skid steers, small passenger vans and aerial lifts, push lawn mowers, riding lawn mowers, chainsaws and weed trimmers. Uses a variety of hand and power tools in performing maintenance duties.
- Performs seasonal grounds keeping tasks for assigned areas, such as snow removal, lawn care, picking up trash and debris, spreading salt or topsoil, salting parking areas and sidewalks, and/or painting and repairing buildings or fences.
- Responds to inquiries from tenants, visitors, contractors, temporary workers, vendors, regarding assigned work projects.
- Follows established policies and procedures, understand written, verbal, and/or email directions in performing work orders, installations, repairs, routine maintenances and inspections.
- Monitors inventory and equipment supplies.
- Effectively and efficiently incorporates computer systems into daily routines for maintenance work orders, monitoring building systems, inventories, company and vendor emails, training.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Building maintenance and recordkeeping;
- HUD's Uniform Physical Conditions Standard (UPCS), state and local building codes;
- Building trades including mechanical, electrical, plumbing, HVAC, building construction and grounds keeping principles;
- Proficiency in the operation of Windows based computer programs;
- Supervisory and customer service principles;
- English grammar, spelling, and punctuation for use in work orders;
- Medium and heavy equipment operation for snow removal, lawn care, and other specified tasks; Techniques, methods, materials and equipment used in plumbing and HVAC repairs;
- Safe working practices.

Ability to:

- Prioritize work and assign tasks;
- Perform manual labor;
- Work independently with minimal supervision;
- Operate medium and heavy construction equipment as needed for maintenance and grounds keeping activities;
- Operate small hand and power tools and other related equipment;

- Perform routine maintenance and repair activities;
- Apply and explain practices and procedures in construction, building maintenance, and/or grounds keeping.
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements:

- (A) Graduation from high school or possession of a high school equivalency diploma and completion and certification of a course of study from a vocational technical school of carpentry, electrical, plumbing, masonry, HVAC trades or building maintenance; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in either general building construction or building/facility maintenance; or
- (C) An equivalent combination of training and experience as defined by the qualifications of (A) or (B) above.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be operated.

SPECIAL NECESSARY REQUIREMENT:

- Complete Blood Borne Pathogen Training within one year of employment and maintain required annual training;
- Obtain Lead Base Paint Certification to comply with EPA RRP Rule and HUD Lead Safe Housing Rule (LSHR) within one year of employment and maintain required annual training;
- Complete Uniform Physical Conditions Standards (UPCS) Inspection Protocol Training within one year of employment and maintain required annual training;
- Complete continuing education training specific to building maintenance, building trade, energy education, safety compliance, etc. on an annual basis.

Classification history:

Adopted: 03/19/2013 (Title change from Building Maintenance Worker - WHA only)

Revised: 01/19/2016