



# VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

## MAINTENANCE MECHANICS – 7 POSITIONS

### INTERNAL INTEREST ONLY

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<b>Department:</b>	Asset Management	<b>Reports to:</b> Director of Asset Mgmt
<b>Job Type:</b>	Regular-Fulltime – Union 2311	<b>FLSA Code:</b> Non-Exempt /hourly
<b>Rate:</b>	<b>Minimum:</b> \$23.44/hourly	<b>Maximum:</b> \$29.95/hourly (union negotiate)
<b>Internal Posting:</b>	09/11/2017	
<b>Posting Expires:</b>	09/22/2017	

#### Position Summary:

Reporting to the Site Foreman, perform a variety of rehab work in units. Responsible for repair and general maintenance work of the housing site with specific emphasis on plumbing, electrical, carpentry, masonry and painting.

#### Key Duties/Essential Job Functions

1. Perform plumbing repairs such as unstopping of plumbing fixtures, snaking of soil lines, repair water leaks, install/replace stems, washer faucets, commodes/showers and welding.
2. Perform electrical repairs such as electrical fuses, shortages in wall and ceiling fixtures. Service heaters, furnaces, water heaters, gas and electric ranges. Repair and replace parts as deemed necessary.
3. Repair carpentry related items such as screen doors, windows, doors, locks, shades, floor tiles and kitchen cabinet doors/drawers.
4. Perform a variety of cement, brick, plaster and asphalt masonry work such as laying cement/brick blocks, pouring cement, plastering, and rolling asphalt.
5. Paint, plaster and perform welding at all sites as needed.
6. Able to respond to on-call emergency work after working hours. Able to perform duties related to snow and ice removal when necessary.
7. Write all reports of work completed, independently fill out work order forms and track labor/material consumed.
8. Confer with supervisors to receive instruction(s) on the schedule and layout of assigned work, and ordering materials, supplies and equipment.
9. Prepare vacant apartments for re-occupancy.
10. Complete all work orders, deliver copies of completed and signed work orders to foreman for quality control.



(CONTINUED VACANCY ANNOUNCEMENT – MAINTENANCE MECHANIC 7 POSITIONS...09 2017)

11. Inform Foreman of tools and supplies required; safeguard stock of tools and supplies to avoid waste and theft.
12. Handle and assemble all hand power tools and equipment independently.
13. Maintain a safe work site and presentable.
14. Perform other duties as requested.

**Qualifications/Education**

High School Diploma, GED or vocational training school graduate. Must have knowledge and proficiency in the three building trades: plumbing, electrical, and carpentry. Must be able to read and write in English. Ability to perform manual tasks requiring physical strength and endurance. Ability to fill out work order forms independently. Possess and have an understanding of the tools required for job performance and the ability to use them correctly. Must have the ability to listen and communicate with a diverse group of individuals. Excellent communication skills both verbal and written. Cooperative/courteous to the public and be a team player. Work with minimal supervision. Must be computer literate. Possess a valid CT driver's license. Certification in trades preferred: HVAC/Plumbing/Electrical/Carpentry.

**Working Conditions/Physical Requirements**

Must be able to lift and carry 50 lbs. without assistance, walk through out the site, go up/down stairs, shovel snow, work in cold or hot weather conditions, answer incoming/outgoing calls, attend meetings/trainings and being at BHA sites unaccompanied.

**TO APPLY: INTERNAL INTEREST ONLY!**

- MUST BEGIN WITH APPLYING ON ADP VIA THIS LINK:  
[https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pcc150&jobId=97627&lang=en\\_US&source=CC2](https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pcc150&jobId=97627&lang=en_US&source=CC2)
- MUST VISIT HUMAN RESOURCES TO SCHEDULE PART I – WEB-BASED WRITTEN EXAM OF A 3 PART TESTING PROGRAM
- TEST SIGN UP WILL BE OFFERED BETWEEN 9/12/2017 AND 9/15/2017 FOR TESTING DATES OF 9/18/2017 – 9/22/2017
- PLEASE REPORT TO HUMAN RESOURCES BETWEEN THE HOURS OF 9AM AND 4PM FROM TUESDAY, 9/12/2017 THROUGH 9/15/2017 TO SIGN UP FOR A TEST TIME.
- INTERNAL APPLICANT WILL BE PROVIDED A 2 HOUR TEST TIME
- TEST WILL BE PROCTORED BY HUMAN RESOURCES
- TESTING LOCATION WILL BE IN THE HR CONFERENCE ROOM
- DETAILS FOR TESTING WILL BE PROVIDED BY HR AT THE TIME OF SIGNING.