



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

MAINTENANCE AIDE TEMPORARY POSITIONS

Department:	Asset Management	Reports to: Manager of Maintenance
Job Type:	Temporary / Non-union	FLSA Code: Non-Exempt /hourly
Rate:	Minimum: \$16.00/hourly	
Internal Posting:	05/21/2021	
Posting Expires:		

Position Summary:

Reporting to the Manager of Maintenance and the Site Foreman, the Maintenance Aide is responsible for performing a variety of unskilled, semi-skilled and skilled tasks in maintenance, janitorial, electrical, and plumbing. Must possess physical strength and be able to lift and carry. The individual may be assigned to single or group routine task and will rotate assignments as needed.

Key Duties/Essential Job Functions

1. Make repairs and adjustments to electrical, plumbing facilities and Housing owned appliances. Change electrical outlets. Replace light bulbs. Clean out main sewer lines.
2. Assist with carpentry work, repair and replace locks, tumblers, hanging doors and doorknobs.
3. Install closet poles, curtain rods and brackets. Repair hardware on sash, i.e. handles and hinges.
4. Repair or replace window screens or hardware necessary for installation of screens.
5. Replace broken sash lights and remove broken glass from the apartments and grounds.
6. Assist plumber in repair and replacement of valves/packing on radiators and valves/packing on water pipes.
7. Prepare floors for installing tiles. Wash windows, walls, floors, blinds, and wax floors.
8. Repair or replace fences, posts, poles, and other maintenance problems at the sites.
9. Perform janitorial tasks as needed. Clean out all vacant apartments and debris from the sites.
10. Assist with unit cleaning/rehab and help to keep the maintenance shop clean.
11. Operate company motor vehicles such as trucks, sweepers, snow blowers, jeeps, and grass cutters. Assists with loading and unloading trucks.
12. Assist residents, when locked out, and accompany new residents for apartment inspection. Carry refrigerators, ranges, and cabinets in/out of apartments.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V



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13. Clean and service all offices, stairs, halls, lavatories, and the community halls. Mow lawns and trim all hedges and shrubs. Perform landscaping duties as assigned.
14. On call 24-hours for snow removal.
15. Complete work on all work orders, delivers copies of completed and signed work orders to Foreman for reports, control and filing purposes
16. Report to Site Manager if Foreman is out.
17. Monitor rehabilitation of vacant units.
18. Perform other duties as requested.

Qualifications/Education

High School Diploma, GED, or vocational training school graduate. Certificate from trade union or license building trade. Knowledge of trades relating to maintenance. Ability to perform semi-skilled tasks without direct supervision. Ability to read and write. Understand and follow instructions independently. Ability to perform manual tasks requiring physical strength and endurance. Ability to fill out work order forms independently. An understanding of the tools required for job performance and the ability to use them correctly. Possess a valid CT driver's license; pass a criminal record and health examination before hire.

Working Conditions/Physical Requirements

Must be able to lift and carry 50 lbs. without assistance, walk throughout 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.

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