



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

MAINTENANCE MECHANIC TEMPORARY POSITIONS

Department: Asset Management
Reports to: Manager of Maintenance/Site Foreman
Job Type: Temporary / Non-union **FLSA Code:** Hourly/Non-Exempt
Rate: **Minimum:** \$18.00/hourly
Internal Posting: 05/21/2021
Posting Expires:

Position Summary:

Reporting to the Manager of Maintenance and Site Foreman, the Maintenance Mechanic performs 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.

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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 and presentable work site.
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 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.