

Maintenance: Full-Time Junior Laborer I - Job Description

The Malden Housing Authority (MHA) is seeking to fill up to Full-Time Maintenance Junior Laborer I to work at MHA's federal and state assisted public housing developments.

This forty (40) hour/week position will pay the current budget rate set at \$27.35 an hour. In accordance with MHA's Personnel Policy, we will provide Health Insurance, vacation/personal/sick time, paid holidays, and MA GIC Retirement benefits.

Duties and Responsibilities

- Entry level position assisting with performing minor non-trade licensed multifamily building maintenance, renovation, alteration, and/or repairs, including, but not limited to, general Maintenance, custodial and/or cleaning work at/on facilities, buildings, grounds, and equipment at various sites including electrical, carpentry, plumbing, masonry, glazier, and painting tasks.
- Assisting with performing all tasks related to vacant unit turnaround.
- Performing removal of trash and recycling.
- Moving and assisting in transportation of furniture, equipment and supplies.
- Exercising discretion to identify projects that require higher skilled crafts employee's services.
- Activating and deactivating building alarms and responding to emergency calls after regular work hours.
- Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.
- Landscape by planting flowers, grass, shrubs, and bushes.
- Rake, mulch, trim shrubs pull weeds and prune the grounds as needed.
- Cleaning, patching, painting and basic repairs in empty or occupied units.
- Assist higher skilled workers in the completion of repairs and daily maintenance
- Cleaning, vacuuming and washing of all office, mechanical/utility room, storage and common areas spaces, including, but not limited to, hallways, stairways, elevators and rest rooms.
- Applying simple pest control treatments as directed by Foreman or other Supervisory staff and reporting any known or suspected infestation to MHA's Exterminator.
- Performing mechanical and manual snow and ice removal and ice melt spread as directed by Foreman or other Supervisory staff.

Skills and Specifications

- Ability to learn to efficiently and safely use various power and hand tools.
- Ability to learn to safely operate a skid steer loader.
- Ability to use common sense and understanding to carry out oral or written instructions.
- Ability to communicate efficiently and fluently in both written and oral form.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to work quickly, productively and safely without error
- Must work overtime as required by Foreman or other supervisory staff.

- Must take and pass annual safety and other training as required by Foreman or other supervisory staff.
- Ability to report completed work orally or on electronic or written work order to immediate supervisor.
- Must comply with all company safety, training and personnel policies.
- Must be able to carry/lift objects weighing 50lbs or more.

Qualifications/Experience/Requirements

High school graduate or GED required. Bi/multi-lingual in English and one or more of Cantonese, Vietnamese, Haitian Creole/French and/or Arabic strongly desired. Ability to learn and understand Fair Housing and Limited English Proficiency requirements required.

For the initial and full term of employment, the Junior Laborer I must possess a current and valid MA Class D Driver's license, must have use of a registered and insured automobile, must have a satisfactory driving record, and must have proficient ability to operate a company owned motor vehicle in the performance of assigned duties.

All potential candidates must satisfactorily pass MHA's pre-employment screening criteria inclusive of CORI and drug screening. Reference checks and a pre-employment interview may be required prior to receiving an offer of employment.

To Apply:

Please send cover letter of interest and resume inclusive of at least two (2) personal references to HR Director, Raul Campillo, at:

rcampillo@maldenhousing.org

If you have any questions or concerns regarding this position, please email Raul Campillo at the email address listed above, or call at (781) 388-6045.

This Positions will remain open until filled.