**NOTICE OF EMPLOYMENT OPPORTUNITY**

The Malden Housing Authority (MHA) is seeking to fill two (2) full-time Maintenance Junior Laborer I positions to work at MHA’s federal and state assisted public housing developments. This forty (40) hour/week position will pay the wage rate published by the MA Department of Labor Standards annually, and as same may be revised during the full term of said employment, with the current rate set at $25.40/hour, and provide vacation/personal/sick time and MA GIC Retirement benefits in accordance with MHA’s Personnel Policy. The job description for these positions follows below

**Maintenance: Junior Laborer I - Job Description and Profile**

**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.

Must satisfactorily pass MHA’s pre-employment screening criteria inclusive of CORI and physical with drug and TB testing. 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 at the email address listed above, or call him at (781) 388-6045.

**These Positions will remain open until filled.**

**The Malden Housing Authority is an Equal Opportunity Employer and a Drug and Smoke-Free Agency**