

BUILDING/PROPERTY MAINTENANCE

The Medford Housing Authority seeks an individual skilled in Building/Property Maintenance to perform a large variety of semi-skilled and manual work. Responsibilities include maintenance and repair of the authority's properties, including buildings, grounds, equipment, devices, and janitorial duties.

This individual reports to the Director of Maintenance and/or designee. The individual must have a high school diploma or GED, a general understanding of buildings and grounds maintenance, and relevant experience. The candidate is responsible for maintaining public housing units, buildings, and grounds in a clean, safe, and sanitary condition. This responsibility includes maintaining the internal and external structure of all buildings and grounds. The housing authority has approximately 850 apartments. The work location varies as 24/7 emergency services arise. These are performed on a rotating basis during evenings, weekends, and holidays. Snow removal and response to emergencies are mandatory.

A high school diploma/GED plus 5 years' experience in building maintenance or related field is required. Must possess knowledge of building codes, trades skills, methods, materials, tools and equipment used in maintaining dwelling and non-dwelling facilities and grounds such as painting, plumbing, carpentry, maintaining heating/cooling systems, electrical, and appliance repair. Must be able to read and understand repair manuals, instructions, and able to order parts for inventory. The candidate must possess OSHA 10 Certification; have general knowledge of the Massachusetts State Sanitary Code; maintain a valid MA Driver's License with satisfactory driving history, and have access to reliable transportation.

Contact bvivian@medfordhousing.org for a complete job description. Forward resume and cover letter to Medford Housing Authority, 121 Riverside Avenue, Medford, MA, 02155, or by e-mail as noted above. This position will remain open until filled. AA/EOE, Section 3 Employer.