

**Hudson Housing Authority
8 Brigham Circle
Hudson, MA 01749**

JOB DESCRIPTION
Date: January 7, 2021

Position Title: Maintenance Laborer: Groundskeeper/Custodian
Department: Maintenance

Job Status: Full Time (40 hours/week)

Hourly Wage Rate: \$29.62 / hour

Supervision Received: Reports to the Executive Director and Maintenance Supervisor who also provide direction and guidance. This position works independently and exercises a great deal of independence of judgment in checking, trouble shooting and resolving problems in conjunction with all duties and responsibilities.

Supervision Exercised: None

Job Summary: This position involves the performance of maintenance, custodial and grounds keeping functions at all Hudson Housing Authority (HHA) properties.

Duties and Responsibilities include:

- Custodial and general cleaning chores for common areas, community rooms, rest rooms and office space.
- Groundskeeping tasks such as mowing lawns, trimming trees and shrubbery, raking, sweeping and generally maintaining the appearance of the grounds.
- Basic electrical, HVAC, plumbing, carpentry skills, knowledge in painting, and mechanical maintenance repair tasks as needed.
- Preparation of vacant apartments for occupancy including cleaning, general repairs, and apartment painting.
- Loading or moving heavy objects such as ranges and refrigerators.
- Assisting other maintenance staff in the building maintenance and repair of HHA units.
- Snow removal from grounds and premises by plowing, snow blowing, or shoveling. Is on call for snow removal as per the direction of the Maintenance Supervisory, the Executive Director, or his/her designee.
- Emergency service at the direction of the Maintenance Supervisor.
- Accurate and timely completion of written administrative reporting requirements and work orders.
- Attend training seminars as required.
- Does not include performing personal tasks for tenants.
- Performs other duties as required and as directed by the Maintenance Supervisor, the Executive Director, or his/her designee.

Qualifications:

- Knowledge of methods and practices used in maintenance, janitorial, custodial, and groundskeeping work.
- Working knowledge and skill in the areas of plumbing, HVAC, electricity, heating, carpentry, painting and mechanical equipment.
- High school diploma required
- Ability to perform basic building and equipment maintenance tasks.
- Knowledge of tools and methods to be used in a wide range of building maintenance and repair work.
- Ability to understand and carry out both written and oral instructions.
- Knowledge of the proper use of a variety of cleaning and sanitizing solutions.
- Ability to operate lawn care and snow removal equipment.
- One to three years custodial, grounds keeping and general maintenance work experience.
- Must possess a valid Massachusetts driver's license unrestricted except for corrective lenses and automatic transmission.
- Good physical health is required.
- Ability to work in public housing environment consistently maintaining a professional and courteous attitude when dealing with residents, co-workers and the general public.
- Ability to read and understand safety rules, warnings, and instructions in the use and maintenance of properties and equipment.
- Ability to work in all weather conditions (sleet, snow, hot, cold, humid, dry, and wet).
- Basic computer literacy skills.

Physical Requirements include:

Constant, light-to-moderate physical effort in performing duties; routinely required to move (push or pull) or lift objects weighing between 20 to 100 pounds or more; frequent bending, kneeling and squatting when cleaning; climbing ladders; walking or standing continuously during the work shift; and, operating large mechanical equipment, manual and power tools.

Manual

- Motor coordination: ability to accurately reach, feel, or handle equipment used in daily routine.
- Finger Dexterity: ability to pick, pinch or otherwise work with fingers to operate above equipment.
- Manual Dexterity: ability to seize, hold, grasp, turn or otherwise work with hands to operate above equipment.

Sedentary work

- Ability to perform required administrative reporting.

Work Schedule:

- 40 hours per week, Monday – Friday.
- On-call duties are required for this position. On-call is assigned as part of a weekly rotation. When on-call is assigned, duties include responding 24 hours a day, seven days a week including holidays for emergencies.
- On-call availability and/or overtime is required for snow removal and other maintenance emergencies, as determined by the Maintenance Supervisor (or his/her designee), and/or the Executive Director