

HARRIETSTOWN HOUSING AUTHORITY

14 KIWASSA ROAD STE 1
SARANAC LAKE, NEW YORK 12983-2373

LAKE FLOWER APARTMENTS
ALGONQUIN APARTMENTS
SECTION 8 RENTAL ASSISTANCE



SARAH A. CLARKIN, EXECUTIVE DIRECTOR
SClarkin@Harrietstownha.org

MAINTENANCE WORKER (HOUSING) – PT / FT CIVIL SERVICE DESIGNATION: NON-COMPETITIVE

Job Description:

This is semi-skilled and skilled work involving responsibility for independently performing a variety of mechanical and other building and grounds maintenance tasks or for serving as a helper to a Senior Maintenance Worker. In either case, although a working knowledge of one or more trades is necessary, a Maintenance Worker (Housing) does not utilize the more skilled journeyman techniques for any considerable portion of time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. Individual may be “on-call” outside regular working hours. This position has no residency requirement.

Examples of Work (Illustrative only):

- ✓ Perform semi-skilled work in painting, plumbing, electrical, masonry and carpentry operations;
- ✓ Help install and repair wiring systems and electric fixtures and equipment;
- ✓ Repair windows, doors, floors, walls and other parts of buildings;
- ✓ Do interior and exterior painting where quantity rather than fine quality of work performed is the principal object;
- ✓ Help to install and repair general plumbing equipment, such as sinks, toilets and baths;
- ✓ Assist in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
- ✓ Mix plaster and concrete and assist in laying brick, plastering walls, finishing concrete work, etc.;
- ✓ Operate trucks, automobiles, air compressors and other motorized equipment;
- ✓ Collect trash, sweep halls and floors, wash windows and walls, wax and buff floors;
- ✓ Maintain and account for tools, equipment and supplies;
- ✓ Take part in general grounds maintenance activities;
- ✓ Serve as general handyman performing a variety of skilled and semi-skilled duties;
- ✓ Perform other related duties as directed.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

- ✓ Good knowledge of buildings and grounds maintenance and repair practices;
- ✓ Good knowledge of building cleaning practices, supplies and equipment;
- ✓ Working knowledge of the practices and techniques of one or more of the standard trades;
- ✓ Ability to follow verbal and written instructions;
- ✓ Mechanical aptitude;
- ✓ Industry;
- ✓ Dependability;
- ✓ Manual dexterity;
- ✓ Physical condition suitable to the demands of the position; ability to work with others as a team.

Minimum Qualifications:

- ✓ Two years' experience in either general building maintenance, or building trades work in one or more of the standard trades, such as carpentry, plumbing, electrical; or any equivalent combination of experience and training.
- ✓ Valid New York State Driver's License.

Hours/Pay/Benefits:

- ✓ Part-Time: 20 hrs/week. Starting pay is \$16.25/hr. Additional pay when on-call. Paid sick, vacation, and personal time. Holidays. Optional membership in NYS Retirement System.
- ✓ Full-Time: 40 hrs/week. Starting pay is \$16.25/hr. Additional pay when on-call. Health coverage. Paid sick, vacation, and personal time. Holidays. Optional membership in NYS Retirement System.

To Apply:

Submit application (available at www.harriestownha.org, office, or by calling 518-891-3050 ext. 107) to Executive Director, Harriestown Housing Authority, 14 Kiwassa Rd., Suite 1, Saranac Lake, NY 12983 or sclarkin@harriestownha.org. Section 3 residents encouraged to apply. EOE.

