115 Scranton Avenue
Falmouth, MA 02540

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JOB DESCRIPTION

Job Title: **Maintenance Aide – B – Full Time (40 hours per week)**
Responsible To: **Maintenance Superintendent**

I. The Mission of the Falmouth Housing Authority

The Falmouth Housing Authority ("FHA") is committed to ensuring safe, decent, and affordable housing by working cooperatively with community, state, federal and local officials. FHA always endeavors to make the best use of all available resources so our residents and participants can live in an atmosphere of dignity and respect, free from discrimination.

II. Job Statement

To perform routine and repetitive maintenance manual tasks in the areas of building, grounds, driveways, parking areas, and various FHA facilities; and perform related work as assigned. The Maintenance Aide-B is assigned in a variety of routine medium to heavy laboring tasks related to the maintenance of building, grounds, driveways, parking areas, and various FHA facilities. This position differs from the Maintenance Mechanic/Laborer who performs work requiring greater job skills with less supervision.

III. Essential Functions

This is not a complete listing of all responsibilities, duties and/or skills required.

1. Perform routine unskilled, heavy manual laboring work such as raking, mowing, shoveling, hauling, loading and unloading, cleaning, lifting and moving of materials and equipment.
2. Assist Maintenance Mechanics/Laborers with:
    a. plumbing projects;
    b. building and systems repairs;
    c. repairing driveways and parking surfaces;
    d. landscaping including hedge trimming, grass mowing, raking, brush removal, and other related work;
    e. digging ditches and holes; including to uncover leaks, and once found, repairs leaks;
    f. cleaning/washing, repairs (including sheetrock), painting and preparing vacant units for occupancy;
    g. removal of trash;
    h. snow and ice operations (removal and treatment); and
    i. general upkeep of FHA's buildings and grounds.
3. Drive an FHA vehicle and operate basic power tools.
4. Maintain safe conditions of equipment and power tools and report need for repairs.
5. Subject to job assignment during inclement weather.
6. Perform related duties as assigned.

IV. Supervision

Works under the supervision of the Maintenance Superintendent and as needed under the Executive Director. Maintenance Mechanics/Laborers may provide work direction and guidance if directed to do so by the Maintenance Superintendent or the Executive Director.

V. Qualifications

Knowledge of:
Basic safe and efficient work practices; operation of the equipment and power tools; labor and maintenance work.

Ability to:
Understand and follow oral and written instructions; maintain discipline and enforce rules and procedures; perform all physical aspects of assigned duties including but not limited to lifting (sometimes heavy lifting), reaching, carrying, kneeling, stooping, crawling, squatting, climbing, balancing, pulling, and pushing; deal tactfully with those contacted in the course of work.

VI. Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Six months of performing heavy manual labor and use of basic power tools.

Education:
Equivalent to completion of the twelfth grade (i.e., GED or high school diploma).

VII. Required License

Must possess and maintain a valid Massachusetts Driver's license.

VIII. AAP/EEO Statement

FHA is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of FHA to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

IX. Other Duties

Please note this job description is not designed to cover or contain an exhaustive listing of activities, duties or responsibilities that are required of the employee for this job.

Signature

■ Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____