ANDOVER HOUSING AUTHORITY
100 Morton Street Andover, Mass. 01810 Tel. 978-475-2365 FAX: 978-475-0313
TDD 1-800-545-1833 X372

Department of Maintenance & Modernization
Job Posting

Title: Maintenance Aide
Schedule: Full-Time (40 hours/week), In-person
FLSA: Non-Exempt / Hourly
Bargaining Unit: Teamsters Union Local 170
Hourly Rate: $36.72 / Hour

The Andover Housing Authority seeks qualified candidates for the full-time position of Maintenance Aide. This entry-level position performs a variety of semi-skilled duties throughout buildings and property including apprentice-level carpentry, painting, plumbing, plastering, and other cleaning, building and grounds maintenance, and related work in connection with regular, routine, and emergency repair across all Andover Housing Authority properties.

Work Schedule: Monday – Friday, 7:00 AM to 3:30 PM

This position is ideal for those who wish to grow their career at a dynamic housing authority offering great benefits such as health, dental, and vision insurance; paid time off; contributory retirement benefit; deferred compensation (457b) plan; professional development; and much more!

Duties/Responsibilities include, but are not limited to:

- Performs a variety of semi-skilled maintenance and repair duties throughout Andover Housing Authority properties.
- Receives written work orders or verbal instructions from the Maintenance Supervisor and/or Executive Director; independently completes work orders appropriately in accordance with department standards and skill level to address repairs and general maintenance and upkeep of assigned areas.
- Assumes responsibility, under the Maintenance Supervisor, for the safe, sanitary, attractive maintenance of grounds, common areas, and work orders within assigned areas.
- Supports emergency and routine work order fulfillment including supporting annual inspections.

- Performs all maintenance tasks with the ability to function at an apprentice level including supporting repairs on plumbing, electrical, windows, doors, doorframes, locks, and mailboxes in accordance with local building code.
- Performs heavy cleaning and refurbishment of vacant units, occupied units, and all common areas, including but not limited to, sweeping, mopping, dusting, wiping down elevator walls/doors, washing common area windows and walls, and maintaining and restocking supplies in common area lavatories.
- Prepares, plasters, and paints indoor walls, ceilings, exterior doors, trim, bulkheads, railings, sheds, fences, and other equipment as needed; performs minor carpentry repairs.
- Performs groundskeeping tasks such as trimming, mowing, planting, and maintaining curb appeal of all properties through trash collection, playground clean up, and clean up dumpster areas.
- Assists other departments with moving furniture and unloading and storing supplies; ensures supplies, materials, tools, and equipment are accounted for and properly stored after use at assigned areas.
- Mandatory participation in the On Call program, assigned by the Maintenance Supervisor; responds to after-hours emergencies within assigned weeks.
- Mandatory participation in the Snow & Ice program including plowing, snow blowing, shoveling, sanding, and salting.

Qualifications

- High school diploma or GED or any equivalent combination of training and experience that would demonstrate possession of the required knowledge, skills, and abilities of the position.
- Minimum of one (1) year of related experience.
- Valid driver's license required.
- Willingness to become certified and maintain that certification in First Aid, CPR and AED.
- OSHA 10-Hour Certification upon hire or within six months of hire.
- Strong written and verbal communication skills, including the ability to work with external contractors, tenants, and their guests in a courteous, compassionate, and helpful manner.
- Knowledge of and skill in using a wide range of hand and power tools such as hammers, drills, pliers, electrical testers, hand and power saws, cutters, plungers, wire brushes, and more.
- Ability to work independently with minimal supervision, work collaboratively with other team members or outside contractors, and exercise sound professional judgment and problem-solving skills to support the team.

- Strong organizational and time management skills with ability to work on long-term solutions.
- Ability to lift and position heavy objects up to and including 100 pounds using proper body mechanics and support equipment.

This position at the Andover Housing Authority is subject to a pre-employment physical, drug/alcohol screening, and CORI criminal background check.

How To Apply:

Please submit your resume and cover letter via Indeed, email to hr@andoverhousing.org with the subject line "Andover Maintenance Aide", or by mail to:

Andover Housing Authority
Attn: Taylor Donaldson Jhurani
100 Morton Street
Andover, MA 01810

Applications will be accepted on an ongoing basis until the position is filled. **Priority will be given to applications received by November 1, 2026.**

Maintenance Aide - Andover, MA 01810 - Indeed.com

The Andover Housing Authority is an Affirmative Action & Equal Opportunity Employer. There shall be no discrimination on the basis of race, age, gender, national origin, disability, religion or belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, veteran status, or any other protected class. We welcome all applications from a wide range of candidates with selection for roles based on individual merit alone.

The Andover Housing Authority will endeavor to provide reasonable accommodation to a qualified applicant with a disability unless the accommodation imposes an undue hardship. If you believe you require such assistance to complete the above-mentioned application steps or to participate in an interview, please contact us at HR@AndoverHousing.org.