



ANDOVER HOUSING AUTHORITY

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

Maintenance Mechanic

Job Summary: The maintenance mechanic performs miscellaneous maintenance and repair tasks on buildings, grounds, and property requiring journeyman skill in various trades. Duties include preventative maintenance tasks on dwelling and mechanical equipment and repairs and maintenance of doors, locks, cabinetry, shelving, stairs, and other common dwelling equipment. The mechanic performs plumbing repair work and light electrical work not requiring an electrician license. Groundskeeping and landscaping duties are included. Work is performed in dwelling units, offices, common areas, basements, rooftops, and grounds. The incumbent is responsible for the safe and efficient operation of any assigned equipment.

Experience with Weil-McLain Condensing High-Efficiency Gas Boiler systems and HVAC is preferred, but not necessary.

Supervision Received

The incumbent receives general supervision from the Maintenance Supervisor, who reviews the work to be done and inspects work upon completion for workmanship, neatness, and appearance.

Principal Duties

- Independently performs a wide range of building and ground repairs and maintenance functions, calling for physical exertion frequently.
- Repairs plumbing fixtures and pipes, such as toilets, sinks, drains, valves, and controls.
- Digs ditches and holes to uncover leaks, and once found, repairs leaks to pipes and valves.
- Repairs burner controls and switches, rewires electric ranges and performs minor electrical work on refrigerators.
- Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses, et al.



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- Repairs windows, doors, doorframes, locks, and mailboxes.
- Repairs alarm systems, including controls.
- Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers and other pieces used by the maintenance force.
- Check the condition of boiler rooms, blow down boilers, and make repairs to pumps and valves; maintain the condition of boiler rooms in satisfactory condition.
- Orders materials, supplies, and equipment for own purposes and jobs performed, and may lift heavy objects into place.
- Inspect apartments for maintenance work to be done, usually because of a tenant's request for a work order or an apartment vacancy.
- Must have knowledge of and skill in using a wide range of hand tools and equipment such as drillers, hammers, pliers, electrical testers, hand and power saws, cutters, plungers, wire brushes, et al.
- Performs several groundskeeping tasks: trimming, mowing, and planting.
- Performs other related duties of the class, as required.

Knowledge, Skills, and Abilities

1. Working knowledge of and skill in plumbing, electricity, heating, carpentry, painting, and mechanical equipment, but not to the degree that is required by a licensed tradesperson.
2. Ability to move heavy objects and lift and carry items up to 75 pounds.
3. Ability to read blueprints, drawings, and technical documents.
4. Ability to perform complicated building maintenance tasks of varying difficulty independently.
5. Knowledge of tools and methods to be used in a wide range of building maintenance work.



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6. Knowledge of occupational hazards and safety measures.
7. Ability to direct the work of others, such as laborers and aids.
8. Ability to understand and conduct oral and written instructions.
9. Ability to maintain an acceptable working relationship with co-workers.
10. Ability to work in hazardous and adverse conditions, such as sleet, snow, heat, cold, dust, and dirt, as well as cramped quarters and high places.
11. Ability to lift heavy objects into and out of trucks, or other carriers.

Responsibilities

- **Building & Grounds Maintenance:** Maintain public housing units, buildings, and grounds in a clean, safe, and sanitary condition. Perform minor electrical, carpentry, plumbing, painting, and mechanical repairs.
- **Custodial Duties:** Clean and prepare vacant units for occupancy, including washing floors, walls, ceilings, and disposing of debris. Maintain common areas and ensure they are free of obstacles and adequately lit.
- **Snow & Ice Management:** Perform snow removal duties, including plowing, snow blowing, shoveling, sanding, and salting. Respond to snowstorms and other emergency weather events as required.
- **General Repairs:** Use hand and power tools for various tasks, such as unclogging sinks, fixing minor plumbing issues, and repairing appliances. Maintain exterior grounds, including grass, trees, and shrubs.
- **Emergency Response:** Provide 24/7 emergency maintenance services on a rotating basis, including evenings, weekends, and holidays. Initiate immediate emergency access procedures when needed.
- **Work Orders & Inventory:** Complete work orders, read and understand repair manuals, and order parts for inventory. Maintain tools and equipment in good working condition.
- Perform all other related duties that may be assigned.

An Equal Opportunity Employer



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Qualifications/Experience

- **Education:** High school diploma or GED required.
- **Experience:** Preferred Minimum of 5 years of experience in building maintenance or a related field.
- **Skills:** Proficiency in plumbing, HVAC, electrical, and carpentry. Ability to use power and hand tools, climb ladders, and lift moderate to heavy items.
- **Driver's License:** Valid MA Driver's License with a satisfactory driving record and access to reliable transportation.
- **Physical Requirements:** Ability to lift heavy objects, perform physical labor, and work in various weather conditions.
- **Background Checks:** Must pass a wellness physical, including drug/alcohol screening, and a CORI (Criminal Offender Record) check.
- **Pay rate:** \$36.70 per hour (consistent with MA Department of Labor Standards)
- **Job Type:** Full-time, 40 hours per week
- **Bargaining Unit:** Teamsters Union Local 170
- **Location:** Andover Housing Authority, 100 Morton Street, Andover MA 01810

How to Apply / Contact

Please send a cover letter, resume, and three references to the Andover Housing Authority, 100 Morton Street, Andover, Massachusetts 01810. Attention: John Dell'Anno, Maintenance Supervisor. Applicants may send this information via email to John@andoverhousing.org by posting Maintenance Position in the subject line of the email.

All applications must be received by 4 pm on January 30, 2025.

The Andover Housing Authority is an Equal Opportunity-Affirmative Action Employer.

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