

Maintenance Technician

Vaccine Mandate and Testing Protocol

The Chelmsford Housing Authority requires that all staff either provide proof that they are fully vaccinated or submit to the Agency's testing protocol requiring a COVID-19 test twice weekly. Any offer of employment will be contingent upon proof of vaccination or agreement to submit to the Agency's COVID-19 testing requirements for staff.

We are currently seeking a Maintenance Technician to join our team! The successful candidate will be responsible for the upkeep, cleanliness and operation of various facilities in the Chelmsford Housing Authority/CHOICE, Inc. affordable housing inventory. Performs building and facility maintenance, cleaning and upkeep, addressing tenant issues and work requests. This is a 40-hour a week position with the availability of overtime. Compensated on-call shifts are required on a rotating basis. Salary commensurate with experience.

Primary Duties and Responsibilities (Essential Functions):

- Performs scheduled and routine interior and exterior cleaning, maintenance, landscaping and snow removal for assigned properties
- Completes and closes work orders
- Cooperates with third party contractors as needed
- Other duties as assigned

Preparation, Knowledge, Skills and Abilities

REQUIRED

- High School diploma or equivalent
- Minimum of 1 to 2 years' experience in Maintenance or other related fields
- Ability to lift 50 pounds
- Good interpersonal skills
- Reliable vehicle and valid driver's license
- Covid-19 vaccination
- Deadline and detail-oriented

PREFERRED:

- Familiarity with maintenance tools and equipment
- Knowledge of commercial and residential cleaning, cleaning supplies and cleaning equipment
- Knowledge of landscaping and snow removal, and equipment used
- Knowledge of basic repairs to plumbing, electrical and HVAC systems

Working Conditions/Physical Demands

May work in uncomfortable hot or cold environments or extreme conditions. Will have to lift and move heavy items.