

MAINTENANCE/MECHANIC I-FLOATER

JOB SUMMARY

The incumbent performs unskilled and semi-skilled maintenance tasks and repairs to buildings, apartments, equipment, and outside areas. **Maintenance Mechanics are required to have knowledge of basic heating, plumbing, electricity, masonry and carpentry, and ability to read blueprints.**

SUPERVISION RECEIVED

The incumbent receives work direction from the Superintendent of Maintenance, or designee, and is not assigned to one specific development.

SUPERVISION GIVEN

No supervision is given normally, but incumbent may supervise a small number of maintenance trainees or CETA enrollees in the absence of a senior maintenance employee.

PRINCIPAL DUTIES

1. Minor carpentry including, but not limited to, window repair, the replacement of locks and wood molding, cabinet repair and the hanging of doors.
2. Minor plumbing, including, but not limited to, the replacement of garbage disposal units, unplugging blocked drains, repair and replacement of faucets and the replacement of sink elbows and minor repairs to heating valves and pipes.
3. Minor electrical work, including, but not limited to, the replacement of wall switches and receptacles, installation of lighting fixtures, running of wires and installation of junction boxes and fixed wiring of appliances. Minor repair of stoves and refrigerators.
4. Minor masonry work, including, but not limited to, cement work required for the patching of walks, steps, and driveways. Patching of plaster in ceilings and walls. Repairing of ceramic tiles and bricks and masonry walls.
5. Perform a variety of semi-skilled tasks required in the maintenance and upkeep of properties and grounds, as follows:
 - A. Ability to drive pickup or small trucks.
 - B. Ability to perform heavy duties, involved with cleaning of apartments, moving furniture and appliances, cleaning cellars and incinerators.
 - C. Perform light cleaning of appliances.
 - D. Move heavy materials required for maintenance, and perform work requiring a pick, shovel and related tools.
 - E. Perform manual snow removal.

PRINCIPAL DUTIES (continued)

- F. Knowledge of safe practices associated with insect and pest control.
- G. Move and lift heavy objects within the scope of functions described above.
- 6. Performs on-going, routine and repetitive tasks associated with the cleaning of halls, stairwells cellars and other common areas, including, but not limited to woodwork, walls, floors, and lavatories.
- 7. Operates power driven buffers, scrubbers, waxers, and polishers.
- 8. Mops floors, empties waste baskets and removes trash from within the buildings, washes windows and replaces light bulbs.
- 9. Performs grounds-keeping tasks, such as:
 - A. Picking up rubbish and trash.
 - B. Cutting grass, grooming lawns, raking leaves, re-seeding lawns, pruning shrubs and trees.
- 10. Uses power and hand tools such as lawn mowers, garden tractors, lawn rollers, snow blowers, rakes and shears.
- 11. Removes snow and ice manually and by applying chemical agents.
- 12. Performs other related duties as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge and manual skills in carpentry, plumbing, electrical and heating: ability to perform basic maintenance and repairs of buildings, grounds and equipment; ability to lift heavy objects; ability to read blueprints, drawings, specifications, schematics, technical documents and standards. Knowledge of safe practices associated with insect and pest control. Skilled in the use of basic hand tools and implements. Ability to use and operate power driven buffers and polishers and related equipment. Ability to use and operate power and hand operated grounds-keeping equipment including that is required for snow removal.

REQUIRED TRAINING AND EXPERIENCE

The nature of this work requires that the candidate have prior training and experience in carpentry, plumbing, masonry and electrical skills, and/or completion of an apprenticeship training program, or graduation from a trade school or regional vocational high school.

Candidate must be able to demonstrate possession of ability to read and understand blueprints, drawings, specifications, schematics, technical documents, and standards.

Candidate is required to pass written test relative to minor carpentry, plumbing, masonry and electrical skills and blueprints.

REQUIRED TRAINING AND EXPERIENCE (continued)

Good physical health and manual dexterity is called for in the performance of work.

Requires possession of a valid Massachusetts driver's license and own vehicle.

PHYSICAL REQUIREMENTS

1. Excessive bending, stooping, twisting, climbing, walking, kneeling, crawling (sink areas 48 inches high) while carrying five (5) pound weights, ten (10) times in five (5) minutes.
2. Pushing and pulling of floor machinery-maximum 100 pounds.
3. Pushing and pulling outside equipment (i.e. lawn mowers, snow blowers, etc.) maximum 250 pounds.
4. Lifting seventy-five (75) pounds from waist to overhead.
5. Ability to walk up and down thirty (30) foot ladder fifteen (15) times per hour.
6. Ability to use hammer, paintbrush and screwdriver constantly for thirty (30) minutes.
7. Ability to drive and turn non-power steering lawn mower and small truck.