

\*\*\*PLEASE POST\*\*\*

\*\*\* PLEASE POST\*\*\*



Inter-Departmental Memorandum

Date: January 14, 2021  
 To: All Qualified Employees  
 From: Human Resources Department  
 Subject: Job Opening

---

<b>POSITION:</b>	SENIOR MAINTENANCE REPAIRER
<b>SALARY RANGE:</b>	\$45,500 to \$62,355
<b>DEPARTMENT:</b>	ASSET MANAGEMENT
<b>HOURS OF WORK:</b>	8:00AM – 4:00PM
<b>UNION AFFILIATION:</b>	ISWA
<b>FLSA:</b>	NON-EXEMPT

---

Please see attached job description which includes a list of responsibilities and required qualifications.

Any qualified applicant interested in applying for this position should send a Cover letter, Resume, and Completed Application to the Office of Human Resources, or e-mail them to [HR@jcha.us](mailto:HR@jcha.us) no later than **Friday, January 29<sup>th</sup>, 2020**

Please call the Office of Human Resources at 201-706-4683 if you have any questions.

\*\*\*\*\*

**Affirmative Action/Equal Employment Opportunity Statement**

It is the Jersey City Housing Authority policy to provide equal employment opportunity to all of its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, martial or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment. For additional information, please see the Non-Discrimination Statement at the following address: <http://www.nj.gov/lps/dcr/employ.html>

DT:em

xc: JCHA: A.Evans/V. Brady-Phillips

ISWA: F. Parson

File: *SrMaintRepairer*

**SENIOR MAINTENANCE REPAIRER****DEFINITION:**

Under direction, performs a variety of more detailed and difficult maintenance and repair tasks involved in masonry and/or plastering and/or carpentry and/or painting and/or plumbing and/or steamfitting and/or sheet metal and/or electrical and/or glazing and/or mechanical and/or other types of maintenance work; makes repairs requiring the use of tools necessary to maintain the proper condition of apartments and other areas; does related work as required.

**ESSENTIAL RESPONSIBILITIES:**

1. Repairs damaged plastered walls and ceilings; spackles and paints interior and exterior metal, wood and masonry surfaces.
2. Repairs plumbing stoppages and repairs leaks in copper, soil and iron pipes;
3. Replaces washers, gaskets and makes general service repairs.
4. Installs toilet, bathroom and kitchen fixtures.
5. Installs/replaces kitchen cabinets and bathroom vanities.
6. Does minor sheet metal work involved in repairing roofs, drainboards and rainspouts.
7. Replaces light bulbs, fuses, wall plates, fixture cords and switches; performs simple electrical repairs.
8. Replaces doors, screens and windows.
9. Installs floor tile in vacant and occupied units.
10. Changes lubricants, refuels and does light maintenance work on equipment and vehicles; cleans tools and equipment.
11. May work from instructions or work order and be required to complete with appropriate information.
12. Inspects completed work and completes brief written report.
13. May be required to assume a leadership role over a small maintenance crew.
14. Inspects mechanical equipment, lubricates moving parts, replaces minor parts, such as belts, sprockets, shear pins, etc.; disconnects, disassembles, cleans and replaces worn parts of mechanical equipment; operates motorized maintenance equipment.

**POSITION REQUIREMENTS & QUALIFICATIONS:**

**Education/Experience:**

- ❑ High school diploma or equivalent GED.
- ❑ Minimum one year of related maintenance work experience.

**Knowledge/Skills:**

- ❑ Working knowledge of the standard tools, materials, methods and practices and of the occupational hazards and safety precautions involved in performing general maintenance and repair work.
- ❑ Ability to understand, remember and carry out oral and written directions; take needed safety precautions in performing the work; obtain, store, safeguard, distribute and properly use needed equipment, materials and supplies; and to maintain simple records.
- ❑ Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- ❑ Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- ❑ Good health and freedom from disabling physical and mental deficiencies, which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others. (Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible).

\*\*\*\*\*