

JOB OPENING: SKILLED LABORER

COMPENSATION: \$25.00 per hour; Per Diem; no benefits
WORK SCHEDULE: 8AM-3PM, Mondays-Fridays (30 hours/week)
APPLICATION PROCESS: Qualified applicants may send resume and cover Letter OR completed application via email to HR@jcha.us, or via fax to (201) 547-6653. Position open until filled.

DEFINITION:

Under direction, performs 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.

ESSENTIAL RESPONSIBILITIES (CONT'D):

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 know limitations. If the accommodation cannot be made because it would case the employer undue hardship, such persons may not be eligible).
