

## HOUSING AUTHORITY OF THE CITY OF LONG BRANCH

### JOB DESCRIPTION

**POSITION TITLE:** Maintenance Repairer  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Maintenance Supervisor  
**Employment Status:** Full-time  
37.50 hours per week  
**FLSA Status:** Non-Exempt

**SUMMARY:** Under the supervision of the Maintenance Supervisor, the Maintenance Repairer works independently or as a member of a group, to improve and maintain the physical condition of the Long Branch Housing Authority's facilities, including its residential buildings, dwelling units, offices, community centers, maintenance shops, utilities and grounds by performing routine maintenance work, including but not limited to, minor repairs, cleaning and other related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- Inspects and determines related repairs needed, areas to be cleaned and the type of maintenance to be performed; or otherwise perform such duties as may be directed by the Maintenance Supervisor or Site Manager.
- Performs minor repairs to electrical system, plumbing, heating and cooling systems, flooring, walls and ceilings, windows and doors/door locks, masonry, etc.
- Prepares dwelling units for re-leasing, including cleaning and painting, and removing and/or installing appliances.
- Collects and disposes of waste papers and refuse; keeps garbage containers and waste baskets clean; sweeps sidewalks and removes papers, refuse, trash and weeds from outside grounds.
- Relocates and rearranges office furniture, records and supplies, as needed.
- Sweeps, washes, waxes and/or vacuums floors; washes windows, walls and other work involved in the cleaning of LBHA facilities, furnishings and equipment.
- Cleans washrooms, toilets, sinks and other bathroom and/or kitchen fixtures; including replacing towels, tissues and soap when needed.
- Responsible for the care, maintenance and inventory of all supplies and equipment owned by the property and/or the Housing Authority.
- May assist in firing boilers, snow/ice removal, and passing out notices, fliers, and correspondence, as needed.
- Additional duties as assigned.

## **KNOWLEDGE AND JOB REQUIREMENTS:**

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
- Ability to read, write, speak understand and 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.
- Knowledge of methods used in cleaning or maintaining buildings and grounds.
- Ability to utilize cleaning materials, tools and equipment, necessary to perform stated responsibilities.
- Ability to understand, remember, and carries out oral and written directions.
- Ability to learn quickly from oral and written explanations and from demonstrations.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Responsible for reporting unusual or extraordinary circumstances regarding the property or residents.
- Be aware of and operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times.
- Effective time management skills.
- Ability to meet stated deadlines.
- Ability to work harmoniously with associates and others.
- Responsible for courteous, efficient responses at all times.

**MINIMUM TRAINING AND/OR EXPERIENCE:** High School Diploma, GED or equivalent.

**SUPERVISORY RESPONSIBILITIES:** None.

**MINIMUM LANGUAGE SKILLS:** Ability to read a limited number of two and three-syllable words and basic numbers. Ability to speak simple sentences.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these mathematical operations using units of weight, measurement, volume and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written or oral instructions. . Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Requires frequent standing, stretching, bending, stooping, squatting, walking, pushing and pulling, and lifting of objects weighing up to 35 pounds or more. Routinely may be required to exert considerable physical effort in lifting and carrying heavy objects in excess of 75 pounds (with assistance) such as refrigerators, stoves, etc. Must be able to use ladders to perform various types of

manual labor. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

**NEW JERSEY RESIDENCY LAW:** Pursuant to "New Jersey First Act," N.J.S.A. 52:14-7 (P.L. 2011, Chapter 70), effective September 1, 2011 all newly hired employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after the date of hire to relocate your residence to New Jersey. If you not do so, you are subject to removal from your office, position or employment.

**This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.**

I, \_\_\_\_\_ have read the above job description for my position, I fully understand the contents, and I shall perform these duties to the best of my ability.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_