

**HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN
16 ARMISTICE STREET * NEW BRITAIN, CT 06053**

POSITION DESCRIPTION

Title: MAINTAINER LEADER

DEPARTMENT: MAINTENANCE / OPERATIONS

GENERAL STATEMENT OF DUTIES: Supervises and leads maintenance employees in the general maintenance of buildings, grounds and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work in the maintenance of buildings and other facilities. Supervision is exercised over Maintainers. Supervision is received from the Maintenance Supervisor and/or **Director of Operations**. **Some assignments involve exposure to inclement weather and to accident and injury hazards and disagreeable elements.**

EXAMPLES OF WORK (Illustrative only): Supervises, leads and performs in the work of maintenance personnel; inspects projects for needed maintenance; makes structural repairs such as repair of roofs, walls, floors; installs and repairs to water heaters; replaces door jams, for the work to be performed; sets tile and performs masonry maintenance; keeps time records and makes reports; inspects new equipment for defects; reports disregard of authority rules and regulations by tenants; repairs old and damaged plaster walls and ceilings; mows lawns repairs cabinets, tables, doors and porches; performs plumbing maintenance on sinks and bath room fixtures; paints interior and exterior of buildings; cleans and repair furnaces; make minor repairs to refrigerators, stoves, etc. make electrical repairs, repairs and replaces plumbing fixtures; unstops sinks, tubs and commodes; repairs inside of flush tanks; repairs and replaces drain pipes; replaces broken window and door panes and screens; cleans vacant apartments; establishes and maintains cyclical maintenance programs for boiler cleaning, plumbing, seeding and planting; inspects and reports on outside contractors work; inspects and reports on vacant units and is responsible for get ready progress of vacant units; makes schedule occupied unit inspections, determines tenant charges as applicable, assigns overtime work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of common hand tools used in building and equipment maintenance work; good knowledge of the carpentry, painting, plumbing, heating and electrical trades; skill in the use of tools; mechanic ability; ability to maintain harmonious working relationships with others; ability to plan and supervise the work of others, good physical condition, and ability to keep required records and inventory.

DESIRABLE EXPERIENCE AND TRAINING: Eight (8) years experience as a Maintainer and completion of a standard high school or technical school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Previous experience in the building and related trades as a foreman, journeyman, contractor or vehicle mechanic may also be considered (including landscaping).