

MAINTENANCE ASSISTANT

The Housing Authority of Bergen County (HABC) is seeking a Maintenance Assistant. Candidate must possess general maintenance knowledge and experience, commitment, good work habits and a positive attitude. Duties include, but are not limited to, cleaning and maintenance in and around HABC owned and/or managed properties, including garbage disposal, routine cleaning of all common areas, and apartments. Assists the Regional Property Manager, Superintendent, and Management in all functional areas of responsibility, as required; does related work as required. This is a full-time position with excellent benefits package and participation in the N. J. Public Employees' Retirement System (PERS).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Washes and cleans windows, floors, furniture; cleans offices, common areas, lavatories; moves and sets up furniture; polishes metal fixtures and trimmings; organizes working areas by arranging equipment, materials and articles in an orderly manner; sweeps and/or vacuums all common areas and disposes of waste properly; deposits sweepings in trash cans or dumpster; keeps trash cans and/or dumpster areas neat and in sanitary conditions.
- Maintains the grounds by observing and following up with contractors, trimming shrubs, hedges, and ornamental plants as needed. In winter months, assists with snow and ice removal from driveways to sidewalks and steps; spreads ice melt product throughout the property to prevent or treat for icy surfaces.
- Works from instructions and/or work orders. Assists carpenters, electricians, painters, and plumbing contractors by allowing access to tenant apartments, common areas, and/or maintenance rooms.
- Repairs damaged plastered masonry, sheetrock, walls and ceiling; spackles, repairs and installs locks and fixtures; paints interior and exterior surfaces; replaces washers, gaskets; makes general service repairs to common area and apartment fixtures and appliances.
- Changes, lubricates, refuels and does light maintenance work on equipment within the facility; clean tools and equipment. Performs and/or assists with the performance of preventive and corrective maintenance tasks on all equipment.
- Works with tenants and other building staff, if available, to implement recycling program. Does source separation of garbage as required by State law.
- Prepares apartments for renting to new tenants
- Repairs plumbing stoppages and leaks and other plumbing tasks, as needed.
- Repairs and/or assists with the changing of electrical switches, receptacles, emergency pull switches, smoke detectors, transformers, electrical motors, refrigerator thermostats, defrosts heaters, door gaskets; electric range heating elements, thermostats; zone valves and thermostats on hot water heating system; repairs washing machines and dryers; replaces switches, thermostats, relays, motors, fans in zone lines, circulating pumps, couplings, seals, bulbs and fuses.
- Keeps and/or assists the keeping of proper records of materials and parts on hand.
- Prepares and/or assists with the preparation of requisitions for parts and materials required to perform maintenance activities.
- Maintains and/or assists with the maintenance of Right to Know files and labels inventory as required by Right to Know Laws.
- Prepares and submits and/or assists with the preparation and submissions of Material Consumption Reports, Service Call Log, Requisitions and Service Calls.
- Assists with the signing off on all purchases, vouchers and receiving reports.

- Uses own vehicle to travel to other buildings and within the metropolitan area to make deliveries and/or pickups.
- Performs maintenance task at any building owned or managed by the Authority, with or without a Building Superintendent.
- Performs Building Superintendent functions at any building, during which period the Superintendent is not at work; for example, during vacation or illness.
- Performs other Authority activities, as requested.
- Business conditions or Authority needs may require from time to time, at employer=s discretion, changes in job duties, responsibilities or location.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- High School diploma or GED.
- Must be computer literate.
- Experience with maintenance and light machinery, particularly of multi-family dwellings.
- Common knowledge of plumbing, electrical work, carpentry, grounds maintenance, garbage disposal and general maintenance work is essential.
- Good working knowledge of and ability to service and repair air conditioners, boilers, zone lines, refrigerators, garbage compactor, emergency generators, air handlers, lawn mowers, snow blowers, carpet cleaning equipment, and other equipment found in high rise residential buildings.
- Ability to understand, remember, and carry out oral and written directions; to organize assigned work and develop effective work methods; to follow prescribed procedure with care.
- Ability to work with people and deal effectively and compassionately with their problems; willingness to take initiative in areas outside of immediate responsibility when necessary.
- Demonstrated ability to establish and maintain effective working relationships with departmental officials, subordinates, employees and their representatives, professional groups and the general public.
- Must be able to react quickly in emergency situations by making logical and responsible decisions.
- Ability to keep tenant information and building matters confidential
- Ability to work with hand tools and power tools, such as snow blower, lawn mowers and electric snake.
- Responsiveness to supervisor and instructions; willingness to cooperate with other staff and tenants.
- Performs special assignments and other duties as required by the Authority.
- Ability to work extended hours within a stressful and demanding environment.
- Must be willing to work a flexible 40-hour week.
- Must be available on a 24 hours basis to respond to and resolve building and tenant emergencies which may include after regularly scheduled working hours.
- Willingness to work at any building owned or managed by the HABC.
- Ability to read, write, understand and communicate the English language.
- Must own automobile and use it for local job-related travel and pick up and deliveries from vendors or other designated locations.
- Multilingual, a plus (Spanish or Korean preferred).

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Must be able to perform heavy work in exerting 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly.
- Must be able to climb and work on ladders, bend at waist and knees to lift boxes, appliances, furniture and remove snow. Must be able to work with arms raised overhead and climb stairs repeatedly.
- Must be able to work outdoors during extreme temperature conditions.
- Persons with mental or physical disabilities are eligible for this position 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 person may not be eligible.

VACANCIES:

One vacancy in total, position located at Dumont, NJ.

LICENSE:

The position of maintenance assistant requires driving a personal and/or HABC owned vehicles on company business. The applicant must have and be able to maintain a valid driver's license with acceptable driving record and auto insurance.

HOW TO APPLY:

Please submit a resume, salary requirements and 3 references, as follows:

Via E-Mail: HR115@habcnj.org

Regular Mail:

Human Resources Manager – HR115
Housing Authority of Bergen County
One Bergen County Plaza, Fl. 2
Hackensack, NJ 07601

In Person: Applications are available at the HABC's main office.

Deadline: Position Open Until Filled.

Only applications complying with requirements and submitted to the above email/address will be considered. Please do **NOT** contact the HABC to inquire about status of application. In the event that we wish to arrange a personal interview, we will contact you. Principals only, no employment agencies/job recruiters.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This organization participates in E-Verify. www.dhs.gov/e-verify.

The HABC is an Equal Opportunity Employer and a Drug-Free Workplace.