



The Secaucus Housing Authority is seeking to hire a Full Time Maintenance Technician.

Please see the job description below. If you are interested in applying, please send a letter of interest and resume to Christopher Marra at [Christopher@secaucusha.org](mailto:Christopher@secaucusha.org). The Authority will accept applications through Wednesday, August 28, 2024.

# Maintenance Technician

## Housing Authority of Town of Secaucus, Secaucus, NJ

- \$40,000
- Full-Time
- Benefits: medical, dental, vision, life insurance & pension, 401k

### Secaucus Housing Authority

The Secaucus Housing Authority (SHA) is an autonomous authority established by the Town of Secaucus in accordance with the requirements of the Local Authorities Fiscal Control Act. Our programs are primarily funded by the U.S. Department of Housing & Urban Development (HUD). It is our principal mission to provide decent, safe and sanitary housing to lower income residents who meet the program's guidelines.

The SHA manages and operates three senior housing complexes which are subsidized under the federal Section 8 Project Based Voucher (PBV) Program. SHA also manages the Housing Choice Voucher (HCV) Program. HCV (Also known as Section 8 program) is designed to help income eligible families pay rent to their private landlords. Finally, SHA manages two affordable housing developments in Secaucus owned by a not-for-profit agency.

### Position Overview

The purpose of this position is to make sure that SHA's properties are enjoyable places to live and work, efficient to operate, good neighbors and attractive assets to their neighborhoods. This position is responsible for the maintenance and repair of buildings and apartment units owned and/or managed by SHA. The work involves a combination of skills including those in the areas of plumbing, heating, electrical, painting, carpentry and customer service.

### Nature of Work:

- Prepare vacant units for occupancy in a timely manner.
- Perform maintenance and repair tasks on buildings, apartments, grounds, and equipment.
- Required to demonstrate knowledge of basic heating, carpentry, plumbing, electricity and painting in the performance of responsibilities.
- The work involves performing a variety of duties involving physical exertion and requiring some manipulative ability in the use of small hand or machine tools or operation of less complex power equipment.
- Must be capable of working in high places, (e.g. on roofs) on ladders and man lifts.
- Employees use independent judgment in typical work situations.
- All work is subject to inspection, both in progress and upon completion, for adherence to work standards and schedules.

**Principal Duties:**

An employee may or may not perform all of the following duties:

- Operate power saw/mower used for cutting trees and lawns. Labor, as part of a crew, in building and grounds maintenance. Occasionally operate trucks. Water, mow, and trim lawns, cultivate soil, plants, and shrubs, and prune and trim shrubs and trees. Knowledge of use of such tools and equipment as common hand tools, wrenches, pipe cutters, drain augers, shovels, rakes, lawnmowers, caulking guns, trowels, etc.
- Prepare vacant units for occupancy.
- Available 24/7 to clear snow and ice from buildings and grounds by shoveling and using a gas powered snow blower, to ensure tenant safety.
- Perform maintenance and repair tasks to heating and boiler systems such as draining expansion tanks, cleaning burners, checking water levels, sealing pipe joints, etc.
- Performs plumbing tasks such as changing faucet washers, stems, seats, etc., and repairing toilets by changing ballcocks, flappers, flush valves, wax rings, pressure tanks, etc.
- Performing electrical tasks such as resetting or replacing circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, replacing complete fixtures, outlets, switches, and like items, as necessary.
- Perform routine maintenance and repairs to buildings, furniture, and fixtures. Assist in moving/cleaning heavy objects such as stoves, refrigerators, etc.
- Remove and replace old plumbing, electrical, drywall installation, taping, mudding, interior and exterior painting, roof repair, concrete work, patching drywall, removal and installation of floor coverings, both vinyl and carpet. Hardware installation on doors, lock repair, and other duties as assigned.
- Accompany and oversee periodic pest control inspections/unit treatments by outside vendors;
- Perform unit inspections as needed.
- Perform other related duties of the class as required.

**Qualifications****Experience, Education & Additional Requirements:**

- High school degree or equivalent; work experience may be substituted for education.
- 2 – 4 years experience of demonstrated maintenance repair or skilled labor employment
- Must pass a criminal background check and drug test
- Must possess a New Jersey State Driver's License and pass annual driving background checks.
- Must meet insurance requirements for driving Housing Authority vehicles.
- Ability to communicate effectively both in writing and verbally
- Must be able to handle high-volume, fast-paced work with tremendous attention to detail in the midst of multi-tasking, being organized, and meeting multiple deadlines.

### **Knowledge, Ability and Skill:**

- Ability to knowledgeably and safely use any of a wide variety of hand tools including mops, vacuums, shovels, rakes, pliers, screwdrivers, levels, awls and tape measures;
- Ability to use any of a wide variety of power tools and equipment including riding and standing lawn mowers and commercial grade floor care equipment;
- Basic knowledge of landscaping techniques and methods (e.g., how to prune trees and shrubs, how and when to use chemicals for weed abatement);
- Ability to identify simple maintenance problems, locate their cause and solve the problems that are identified;
- Knowledge of safe work practices, including the use of appropriate personal protective equipment, safe use of hazardous materials and chemicals, fall protection standards, confined space standards, and all related OSHA safety standards. The ability to maintain constant vigilance to achieve and preserve a safe work environment for self, coworkers and residents;
- Ability to compute basic arithmetic (add, subtract, multiply, divide) and to compute basic geometry formulas (e.g., determine square footage) required;
- Able to respond in a positive and timely way to maintenance requests, including emergencies;
- Able to coordinate work with outside contractors as needed;
- Available to work On-Call shifts on the On-Call program;
- Able to work a minimum of 35 hours per week and available for after- hours emergencies;
- Able to communicate effectively both verbally, and in writing using correct English usage, grammar, spelling, punctuation and vocabulary;
- Capable of managing competing demands and meeting productivity standards while handling frequent change, delays, and unexpected events;
- Possess skills to organize and work independently in an environment of frequent interruptions;
- Ability to engage a wide variety of people with a high level of professionalism, courtesy and good humor, including culturally, socially and economically diverse populations, seniors, persons with disabilities, contractors, and professional colleagues;
- Show a strong commitment to maintain confidentiality in all assignments as directed;
- Demonstrate an ardent commitment to client service.

### **Employee responsibility to THA**

- Present a professional image as a representative of SHA;
- Establish and maintain effective professional working relationships with co-workers, management, partner agencies, tenants and the community;
- Fulfill all duties and responsibilities with a high level of integrity, honesty and adherence to agency policies and rules;
- Maintain a high degree of confidentiality relative to work performed.

**The Secaucus Housing Authority is an Equal Opportunity Employer**