

HARRIETSTOWN HOUSING AUTHORITY

14 KIWASSA ROAD STE 1
SARANAC LAKE, NEW YORK 12983-2373

LAKE FLOWER APARTMENTS
ALGONQUIN APARTMENTS
SECTION 8 RENTAL ASSISTANCE



SARAH A. CLARKIN, EXECUTIVE DIRECTOR
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SENIOR MAINTENANCE WORKER **NON-COMPETITIVE APPOINTED POSITION**

DISTINGUISHING FEATURES OF CLASS:

This class involves a variety of building maintenance and repair tasks of a skilled nature. Employees in this class are required to work along various skilled trade lines as the occasion demands. In this respect the class differs from such classes as Painter, Carpenter, Plumber, etc., which limits incumbents to a single trade. Incumbents perform their duties with broad latitude for independent planning or laying out of the work details. In the cases where supervisory responsibilities are involved, the Senior Maintenance Worker acts as a leader over one or more workers who perform maintenance and repair jobs of a semi-skilled nature. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Supervises and/or performs repairs to plumbing, steam lines, electric wiring and equipment; furniture, doors and windows, hardware and varied mechanical equipment and machinery;
- Installs shelving, storage cabinets and new hardware;
- Makes repairs to and replaces roofs;
- Does skilled painting and other decorative work;
- Oversees the operation of a central heating system;
- Makes inspections of property to ascertain repair needs;
- Estimates material required for repairs;
- Supervises and participates in a general ground maintenance program;
- Keeps daily time and material records;
- Maintains inventory of tools, supplies and equipment;
- Responds to emergency calls and performs a wide variety of general repairs;
- May oversee and take part in ordinary building cleaning operations;
- Performs other related duties as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of one or more additional trades; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of building cleaning practices; supplies and equipment; familiarity with the operation and maintenance of heating systems; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; dependability; thoroughness; manual dexterity.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of experience in building maintenance activities or in one or more of the standard trades such as carpentry, plumbing, and electrical.

Copy of NYS Driver's License must accompany completed application. Candidate must maintain this license throughout employment. Candidate must also pass a criminal background check.

Employee in this position is also required to be available for "on-call" beyond normal workday.

HOURS/PAY/BENEFITS:

Position is full-time. Salary range is \$62,000-\$67,000 commensurate with experience. Health coverage. Paid leave time. Paid holidays. Membership in NYS Retirement System.

TO APPLY:

Submit application (available at www.harriestownha.org, office, or by calling 518-891-3050 ext. 107) to Executive Director, Harriestown Housing Authority, 14 Kiwassa Rd., Suite 1, Saranac Lake, NY 12983 or sclarkin@harriestownha.org. Residency is waived. Section 3 residents encouraged to apply. EOE.

Applications and supporting documentation will be accepted until the position is filled.