

HOUSING AUTHORITY OF THE CITY OF VINELAND  
**MAINTENANCE REPAIRER**  
**Job Description**

**DEFINITION:**

Under supervision, performs a variety of routine maintenance and repair tasks involving masonry and/or plastering and/or carpentry and/or painting and/or plumbing and/or steam-fitting and/or sheet metal and/or electrical and/or glazing and/or mechanical and/or landscaping and/or other types of maintenance work.

**REPORTS TO:**

Operations Manager – Assistant Asset Manager  
Assistance Maintenance Supervisor (in absence of Operations  
Manager – Assistant Asset Manager)

**DISTINGUISHING CHARACTERISTICS:**

Work performed is usually below the level of that performed by a journeyman in the trade in that it is usually not as exacting, does not cover as wide a variety of maintenance and installation work, and does not cover as wide a degree of skill. Assignments are ordinarily received orally or in writing and may be accompanied by sketches or blueprints. If authorized, the employee may devise his own methods for accomplishing assigned tasks and may work independently, but the work will be subject to inspection. The employee may operate a variety of automotive and special service equipment in connection with the work.

**EXAMPLES OF WORK:**

May be required to travel throughout the City of Vineland to various properties owned/managed by the Authority to perform maintenance work such as:

1. Erects simple forms, mixes cement and aggregates, pours, and does the finishing work involved in concrete structures.
2. Patches and repairs brick and concrete structures.
3. Repairs damaged plaster/drywall walls and ceilings.
4. Installs drywall, tapes, finish sands walls, ceilings, etc.
5. Paints interior and exterior metal, wood, and masonry surfaces.
6. Works within general carpentry, plumbing, and electrical tasks
7. Repairs plumbing stoppages and repairs leaks in copper, PEX, PVC, ABS, and iron pipe.
8. Installs and maintains water heaters
9. Replaces washers, gaskets, and makes general service repairs.

10. Does general sheet metal work involved in repairing roofs, drain-boards, and rainspouts.
11. Replaces light bulbs, fuses, outlets, wall plates, light fixtures, fixture cords and switches.
12. Replaces broken glass and glazing.
13. Removes inoperative appliances, pump, fans and installs new/replacement appliances, pumps, and fans.
14. Repairs pumps, repairs/replaces valves, open minor sewer stoppages with hand and power tools.
15. Repairs\replaces roofing.
16. Digs holes, removes debris, back fills and compacts earth.
17. Installs\Removes vinyl floor tile, sheet goods and carpet.
18. Repairs\replaces ceramic wall tiles.
19. Installs\Repairs kitchen and bathroom countertops.
20. Installs kitchen cabinets.
21. Installs\maintains fixtures, bars and equipment that aids disabled persons.
22. Loads and unloads trucks.
23. Maintains grounds, mows, trims, edges, cuts trees and brush, rakes, sweeps and removes debris.
24. Removes snow when required.
25. Removes debris from dwelling units.
26. Refurbishes dwelling units for re-occupancy to Vineland Housing Authority standards.
27. Performs light maintenance on equipment; changes lubricants, refuels equipment, changes filters, checks safety operations; performs light maintenance and repairs on assigned equipment.
28. Cleans, stores and protects and remains responsible for tools and equipment used on a daily basis in operations.
29. Keeps simple written records; prepares written Reports.
30. As assigned, performs tasks and services in various elevator apartment buildings, garden apartment developments and single-family developments.

**REQUIREMENTS:**

Graduation from High School or Vocational-Technical High School or possession of an approved High School Equivalency Certificate.

1. Some knowledge of the standard tools, materials, methods, practices, occupational hazards and safety precautions involved in performing general maintenance and repair work.
2. One-year of experience in maintenance work involving a variety of tasks.
3. A working knowledge of the standard tools, materials, methods, and practices and of the occupational hazards and safety precautions involved in performing general maintenance and repair work.
4. Possesses and maintains a valid New Jersey driver's license and has the ability to care adequately for any motor vehicle which may be provided as part of the job.
5. Willingness to work in an "on call" status on emergencies as directed.
6. Ability to read, writes, speak and understand English sufficiently to perform the duties of this position.
7. Ability to understand, remember, and carry out oral and written directions, to learn quickly from oral and written explanations and from demonstrations to take needed safety precautions in performing the work, and to take care of tools, equipment, materials and supplies.
8. The ability to meet with tenants and deal effectively with their problems, to work harmoniously with tenants, contracts, associates, superiors and others.
9. Willingness to assume a wide variety of maintenance and repair responsibilities and duties as assigned.
10. Ability to lift 50 pounds.
11. Willingness to attend training seminars at the expense of the Authority.
12. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.