

Winchester Housing Authority

80 Chestnut Street, Winsted CT 06098



Equal Housing Opportunity



Senior Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org

JOB POSTING

MAINTENANCE I

**PART-TIME, MONDAY – FRIDAY 11AM TO 3PM. MUST BE AVAILABLE FOR
EMERGENCY CALLS NIGHTS AND WEEKENDS AS NEEDED.**

HAS THE RESPONSIBILITY FOR THE PROPER UPKEEP AND MAINTENANCE OF ALL PROPERTIES AS WELL AS THE BUILDINGS AND EQUIPMENT OF THE HOUSING AUTHORITY. DAILY INSPECTIONS OF BOTH PROPERTIES TO ASSURE PROPER PHYSICAL CONDITION AND MAINTENANCE. MAINTAINES PROPERTY GROUNDS ALL YEAR ROUND. PROVIDE GENERAL MAINTENANCE REPAIRS AS NEEDED. CLEANS AND PAINTS. PREPARE ALL VACANT APARTMENTS FOR NEW TENANTS. MAINTAINS ALL HOUSING AUTHORITY PROPERTY IN DECENT, SAFE, AND SANITARY CONDITIONS. MUST BE ABLE TO RECEIVE ANY PROBLEM CALLS FROM TENANTS DURING ON AND OFF HOURS.

MUST HAVE A WORKING KNOWLEDGE OF MAINTENANCE AND JANITORIAL PROCEDURES.

- MUST BE ABLE TO MAINTAIN RECORDS
- CREATE WORKORDERS ON HOUSING SOFTWARE
- READ AND SEND EMAILS
- MAINTAIN RECORDS
- USE GOOD JUDGEMENT
- WORK INDEPENDENTLY
- ABLE TO WORK WELL WITH OLDER AND HANDICAPPED/DISABLED PERSONS AND WITH THE GENERAL PUBLIC.

HOURLY PAY \$18-\$23

PLEASE SEND YOUR RESUME TO:
WINCHESTER HOUSING AUTHORITY
80 CHESTNUT STREET
WINSTED, CT 06098
ATTENTION: EXECUTIVE DIRECTOR

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JOB POSTING

HOUSING COORDINATOR

PART-TIME, MONDAY – FRIDAY 10AM TO 2PM.

HANDLES ALL PHONE CALLS AND SCHEDULES ALL INTERVIEWS (PRELIMINARY, INTIAL, AND RE-EXAMINATION). PROCESSES APPLICATIONS TO APPLICABLE WAITLIST. RECEIVES INITIAL APPLICATION AND DISTRIBUTES NECESSARY FORMS/APPLICATIONS FOR COMPLETION BY APPLICANT. MAINTAINS CURRENT AND EXPIRED TENANT FILES. FILE MAINTENANCE AND GENERAL RECORD UPDATES. MAINTAIN CURRENT AND MASTER WAITLIST ACCORDING TO BEDROOM SIZE. SHOW AVAILABLE UNITS, INTERVIEW PROSPECTIVE TENANTS, CONDUCT BACKGROUND CHECK, RE-EXAMINE ANNUALLY, PARTICIPANTS, ASSURES ALL APPROPRIATE INCOME DATA IS CORRECT, COMPLETE AND ACCURATE. RE-COMPUTE ALL RENTAL FIGURES AND COMPLETE ALL NECESSARY "LEASE - UP" OR "ANNUAL RE-CERTIFICATION" PAPERWORK. SCHEDULE ALL ANNUAL OR BI-ANNUAL UNIT INSPECTIONS TO ENSURE COMPLIANCE WITH ALL HUD HOUSING QUALITY STANDARDS. NOTIFIES THE MAINTENANCE DEPARTMENT OF ANY DEFICIENCIES REPORTED BY THE RESIDENT AND CREATES A WORK ORDER. CREATES A "MOVE OUT" WORK ORDER AND SCHEDULES A MOVE OUT INSPECTION WITH THE MAINTENANCE DEPARTMENT WHEN A RESIDENT REPORTS THEY ARE MOVING OUT. HANDLE TENANT COMPLAINTS AND INQUIRIES, MAINTAIN HOUSING AUTHORITY FILES AND RECORDS, COMPOSE LETTERS, NOTICES, ETC. MUST HAVE KNOWLEDGE OR THE WILLINGNESS TO LEARN THE HUD PROGRAM REGULATIONS AND CONTRACTUAL OBLIGATIONS. SCHEDULE MOVE INS, BE ABLE TO REFER APPLICANTS OR TENANTS TO OTHER PUBLIC AGENCIES FOR ASSISTANCE.

MINIMAL QUALIFICATIONS.

- GRADUATION FROM HIGH SCHOOL WITH BUSINESS COURSES. MINIMUM THREE YEARS OFFICE, BUSINESS EXPERIENCE

KNOWLEDGE, ABILITY AND SKILLS:

- ABILITY TO WORK WELL WITH OLDER AND HANDICAPPED/DISABLED PERSONS AND THE PUBLIC
- MUST POSSESS EXCELLENT COMMUNICATION SKILLS
- MUST HAVE A WORKING KNOWLEDGE OF OFFICE PRACTICES AND PROCEDURES
- MATH AND GRAMMAR SKILLS NECESSARY
- CREATE WORKORDERS ON HOUSING SOFTWARE
- READ, SEND EMAILS AND MAINTAIN RECORDS
- USE GOOD JUDGEMENT, WORK INDEPENDENTLY
- POSSES A GOOD ATTITUDE AND MUST BE ABLE TO GET ALONG WELL WITH OTHER STAFF.

HOURLY PAY \$20-\$25

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80 CHESTNUT STREET

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