

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