

Maintenance Worker – Internal Posting – Ithaca Housing Authority Employees Only

Ithaca Housing Authority – 800 S. Plain St., Ithaca, NY

Full-time (40 hours/week) Starting annual

Salary: \$44,554

Application deadline: April 15, 2024

Excellent benefits including affordable health, dental and vision insurance, NYS Deferred Compensation Program, NYS Retirement System, and generous paid leave. Civil Service position. EOE.

Apply online at <https://ithaca-portal.mycivilservice.com/>. Please send resume with application; cover letter is optional.

DISTINGUISHING FEATURES OF THE CLASS: The work is performed on Ithaca Housing Authority (IHA) property, and property managed by IHA, and involves responsibility for the semi-skilled repair and maintenance of plumbing, painting, masonry, heating, electrical maintenance and repair, or related trades. Although Maintenance Workers, because of individual training or experience, may devote a greater part of their time to specialized fields, they are required to work in various building and mechanical maintenance fields as the occasion demands. The incumbent also uses tools, operates equipment and performs manual labor related to the project to which assigned. The work is performed under the general supervision of the Facilities and Maintenance Manager; direct supervision may be received from a more skilled maintenance employee or the Maintenance Worker may work unsupervised on tasks based on individual skills. General instructions are received regarding routine jobs with detailed instructions on new, unusual or difficult assignments. Supervision of others is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs semi-skilled tasks related to the installation, inspection, cleaning, maintenance, troubleshooting and repair of boilers, pumps, water heaters, valves, and associated plumbing;

Performs semi-skilled tasks related to the installation, inspection, cleaning, maintenance, troubleshooting and repair of HVAC equipment and ductwork;

Performs semi-skilled tasks related to the installation, inspection, cleaning, maintenance, troubleshooting and repair of electrical wiring, motors, fixtures, and associated electrical equipment;

Performs semi-skilled tasks related to the installation, inspection, cleaning, maintenance, troubleshooting and repair of plumbing fixtures, sinks, toilets, piping, hoses, valves, pumps, and associated equipment;

Performs semi-skilled tasks related to the installation, inspection, cleaning, maintenance, troubleshooting and repair of cabinets, doors, windows, locks, flooring, drywall, and other construction materials;

Operates trucks, cars, air compressors, and other motorized equipment;

Maintains grounds by landscaping, mowing, performing snow removal activities, and general cleanup;

May perform carpentry work, paint exteriors and interiors of buildings and structures;

May perform manual labor related to the project to which assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of building maintenance and repair practices; working knowledge of safety precautions and practices associated with maintenance work; ability to perform semi-skilled tasks and manual labor related to assigned projects; ability to effectively and safely operate hand and power tools; ability to understand and follow oral and written instructions; ability to read and interpret plans, blueprints, and mechanical drawings; ability to prepare and maintain activity records and reports; ability to work successfully as part of a team; ability to successfully work with and serve a diverse local community; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of full-time paid experience, or its part-time paid equivalent, in building maintenance or repair, or a related skilled trade field.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.