

**THE HOUSING AUTHORITY OF THE CITY OF HARTFORD**  
**JOB DESCRIPTION**

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**TITLE:** General Maintenance Worker

**DEPARTMENT:** Property Management

**SUPERVISOR:** Field Operations Manager

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**POSITION DEFINITION:** This is manual work of a routine nature often requiring considerable physical strength and endurance. Work involves both heavy and light labor in the performance of unskilled tasks and semi-skilled tasks, requiring a basic knowledge\* of the following skilled trades: carpentry, heating, patching and painting, and plumbing, but not requiring a journeyman's knowledge. Employee may be assigned to individual or group routine tasks requiring some supervision. Contributes towards the Authority's goal to provide safe, decent and affordable housing.

**ESSENTIAL DUTIES:**

- Receives oral or written orders from supervisor, and proceeds according to instructions.
- Performs work according to standard procedures and in compliance with preventive maintenance schedule.
- Responsible for the maintenance, repairs and cleanliness of assigned vehicles.
- Receives work orders daily from supervisor and turns in completed work orders daily.
- Fills out work orders neatly and accurately in simple English.
- Evaluates repairs and maintenance work to determine cause, follows up with supervisor to determine tenant charge, non-routine maintenance, etc.
- Replaces smoke detectors, electrical switches and outlets, outlet and switch covers, light fixtures, thermostats, zone valves and exhaust fans.
- Replaces broken windows, balancers, sashes and locks.
- Removes graffiti, debris and garbage
- Performs custodial duties.
- Assists skilled trade employees in repair and renovation work.
- Sweeps and cleans building and grounds, performs routine janitorial tasks, loads debris into trucks.
- Cleans vacant units and makes repairs that do not require a skilled journeyman.
- Cleans buildings and hallways, offices, stairways and windows.
- Washes walls, ceilings, woodwork, doors and sills.
- Cuts grass, reseeds lawns, shovels/removes snow and trims excess vegetation.
- Loads truck with dirt and salt and spreads over paved areas.
- Operates snow removal equipment, power mower, pick up truck, mechanical sweeper, and forklift.
- Makes minor repairs and adjustments to electrical facilities, hot water heaters, furnaces,

- gas ranges, plumbing facilities, and performs minor carpentry and plastering repairs.
- Performs tasks requiring the basic skills in the following trades: carpentry, heating, painting, plastering and plumbing.
- Picks up and delivers supplies.
- Reports work accomplished orally and on written work order to supervisor.
- Maintains strict confidentiality on restricted information.
- Responds to emergencies as required, at all hours
- Performs other related duties as required.

**QUALIFICATION REQUIREMENTS:**

- High School/GED Graduation required.
- One year in facilities maintenance experience required.
- Experience in heavy manual work and in the use of hand tools.
- Demonstrated basic knowledge of the following skilled trades\*: carpentry, heating, plumbing, patching and painting.
- Demonstrated ability to work independently
- Demonstrated ability to perform manual tasks requiring physical strength and endurance.
- Demonstrated ability to understand and follow simple oral and written instructions.
- Demonstrated mechanical aptitude and mental alertness.
- Good powers of observation.
- Demonstrated ability to work in poor weather conditions including heat, cold, rain or snow.
- Demonstrated ability to perform a variety of semi-skilled tasks.
- Demonstrated skill in the proper use and care of hand tools.
- Demonstrated ability to provide excellent customer service
- Demonstrated ability to establish and maintain effective working relationships with other employees, tenants, and the public. This includes maintaining a positive, professional attitude in representing the proper image of the agency at all times.
- Demonstrated ability to achieve and maintain a satisfactory attendance record, as defined by the Attendance Policy.

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\*Measured through testing.

**CERTIFICATE/LICENSE:** Connecticut Motor Vehicle Operator's License.

**PHYSICAL DEMANDS:**

- SEDENTARY (requires lifting 10 lbs., carrying small objects) \_\_\_\_\_
- LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.) \_\_\_\_\_
- MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.) \_\_\_\_\_
- HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.) \_\_\_\_\_
- VERY HEAVY (requires lifting over 100 lbs., such as moving furniture)   X

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u>F</u>	H. Reaching	<u>F</u>	O. Crawling	<u>O</u>
B. Sitting	<u>F</u>	I. Handling	<u>F</u>	P. Bending	<u>F</u>
C. Walking	<u>F</u>	J. Fine Dexterity	<u>F</u>	Q. Twisting	<u>O</u>
D. Lifting	<u>O</u>	K. Kneeling	<u>F</u>	R. Climbing	<u>O</u>
E. Carrying	<u>O</u>	L. Crouching	<u>F</u>	S. Balancing	<u>O</u>
F. Pushing/Pulling	<u>F</u>	M. Foot Controls	<u>O</u>	T. Vision	<u>C</u>
G. Hearing	<u>C</u>	N. Talking	<u>F</u>	U. Other	<u>      </u>

**"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified."**

Approved by \_\_\_\_\_  
Supervisor Date

Approved by \_\_\_\_\_  
Department Head Date

Approved by \_\_\_\_\_  
Director of Human Resources Date

*Acknowledgment: This is to acknowledge that I have read and understand and accept this job description as a condition of my employment at the Hartford Housing Authority.*

\_\_\_\_\_  
Employee Date  
Union: Local # 1161