

EAST ORANGE HOUSING AUTHORITY

JOB DESCRIPTION

Job Title: Maintenance Repairer (Part-Time)

Job Summary: Under the direction of a supervisory official, the Maintenance Repairer performs a variety of routine maintenance and repair tasks across multiple trades including carpentry, plumbing, painting, electrical, masonry, and general building upkeep. This role supports the safe, clean, and efficient operation of facilities and grounds, and may involve seasonal tasks, driving responsibilities, and emergency response duties.

MAIN JOB TASKS AND RESPONSIBILITIES: TENANT RELATIONS

- Perform general repairs in masonry, plastering, carpentry, painting, plumbing, steam fitting, sheet metal, electrical, glazing, and mechanical systems.
- Patch and repair brick, concrete, and plastered surfaces.
- Paint interior and exterior surfaces including wood, metal, and masonry.
- Address plumbing issues such as leaks and stoppages; replace washers and gaskets.
- Conduct minor electrical repairs including replacing bulbs, fuses, switches, and receptacles.
- Replace broken glass and apply putty.
- Maintain and clean tools, equipment, and vehicles; perform light mechanical maintenance.
- Operate garbage compactor and manage waste removal.
- Clean buildings and grounds; perform seasonal tasks such as yard trimming, pruning, leaf collection, and snow removal.
- Strip and wax floors as needed.
- Drive agency vehicles including mini-buses; deliver packages between sites.
- Respond to emergency maintenance needs and work additional hours as required.
- Maintain simple records and logs related to maintenance activities.
- Utilize electronic and/or manual recording systems as required by the agency.
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of tools, materials, methods, and safety practices in general maintenance/repair work
- Ability to understand and follow oral and written instructions
- Ability to work independently and take appropriate safety precautions
- Skill in organizing tasks and managing time effectively
- Ability to maintain accurate records and reports
- Familiarity with basic electronic/manual information systems
- Physical ability to lift and move heavy objects, work on ladders/scaffolds, and perform physically demanding tasks
- Works well with a team

EDUCATION & EXPERIENCE:

- Minimum of a High School Diploma or equivalent.
- NJ Driver's License is required
- Prior experience in building maintenance or repair work is preferred
- Black Seal Low Pressure Boiler License preferred or ability to obtain after employment

COMPENSATION AND BENEFITS:

- Salary: \$20.00 an hour
- Paid time off (Sick Time and Holidays)
- Employee Assistance Program