

HOUSING AUTHORITY OF GLOUCESTER COUNTY

100 POP MOYLAN BLVD., DEPTFORD, N. J. 08096

856-845-4959 x217

NOTICE OF JOB POSTING

March 11, 2025

JOB CLASSIFICATION (TITLE):	Maintenance Repairer OR Sr. Maintenance Repairer
NO. OF POSITIONS AVAILABLE:	2 Positions / Full-time 36 hours per wk.
SALARY/WAGE RATE:	Maintenance Repairer: \$ 19.47 per hour Sr. Maintenance Repairer: \$ 26.69 per hour Based on experience and knowledge
HOURS:	Monday through Friday schedule with either Monday or Friday off, work 4 days at 9 hours a day, OR work 5 days at 7.20 hours per day. Occasional overtime as needed
LOCATION:	All HAGC & GHA owned and managed properties As assigned
JOB DESCRIPTION:	SEE ATTACHED
SPECIAL REQUIREMENT:	Must have proven skills related to job applying for. Must have a valid N.J. driver's license and own transportation. Must certify that you have not been convicted of a controlled dangerous substance (illegal drug) or convicted of any crime other than minor traffic violations.

*****Drug screening and background check may be administered in accordance with HAGC Policy.***

*****Applicant must meet and be able to perform job requirements as stated on the attached job description.**

PROCEDURE TO APPLY: If you have not yet completed an HAGC employment application, please do so and return to Elida Ortiz, Human Resource Director by **4:00 p.m. on Thursday, March 13, 2025 OR** contact her **BY EMAIL:** Eortiz@hagc.org **BY PHONE:** 856-845-4959 x217.

Kimberly Gober, Executive Director

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Elida Ott

Elida Ortiz, Human Resource Director

The Housing Authority of Gloucester County is an Equal Opportunity Employer

Job No. 30

Rev. 4/16 , 4/2020
3/2023

Employee _____

HOUSING AUTHORITY OF GLOUCESTER COUNTY
MAINTENANCE REPAIRER
Job Description

DEFINITION:

Working under supervision, performs a variety of routine maintenance and repair tasks involving masonry, plastering, carpentry, plumbing, painting, electrical, glazing, landscaping, mechanical, or other types of maintenance work.

Reports to: AHO Director
 Property and Modernization Manager
 Facilities Manager
 Building Superintendent

DISTINGUISHING CHARACTERISTICS:

Work performed is usually below or at the level of an apprentice in the trade in that it is usually not as exacting, does not cover as wide a variety of maintenance and installation work, and does not require as wide a degree of skill. Assignments are ordinarily received orally or in writing and may be accompanied by sketches or blueprints. If authorized and at the direction of a maintenance repairer, the employee may devise his/her own methods for accomplishing assigned tasks and may work independently, but the work is subject to inspection. The employee may operate a variety of automotive and special service equipment in connection with the work.

EXAMPLES OF WORK:

May be required to travel throughout Gloucester County to various properties owned or managed by the Authority to assist or perform maintenance work such as: electrical, plumbing, masonry, carpentry, or structural repairs; remove inoperable appliances and replace with new appliances; clear sewer/drain stoppages; repair/replace roofing or siding shingles, repair/replace windows, screens, doors, fences, repair/replace concrete, dig holes, remove debris, perform janitorial services, prep vacant units, act as general labor, or other tasks as assigned.

REQUIREMENTS:

1. Graduation from high school or vocational-technical high school or possession of an approved equivalency certificate.
2. Ability to read, write and understand English sufficiently to perform the duties of this position.
3. Ability to understand, remember, and carry out oral and written directions, to learn quickly from oral and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of tools, equipment, materials and supplies.

4. The ability to meet with tenants and deal effectively with their concerns, to work harmoniously with tenants, contractors, coworkers, supervisors, and others.
5. Possess and maintain a valid New Jersey driver's license. This is required to perform the duties of the job. Loss of New Jersey driving privilege will result in termination of employment.
6. Willingness to attend periodic professional training seminars, including on employee's time, at the expense of the Authority.
7. Willingness to be flexible in work assignments and accept assignments at more than one location in Gloucester County.
8. A willingness to act as a temporary "fill in" employee for various positions, including performance of functions not listed herein, during the temporary absence of employee.
9. Willingness to assume other responsibilities of a similar nature as assigned.
10. Ability to learn and understand the technical terminology common to the various trades and to read/interpret blueprints and specifications.
11. To refrain from unlawful use of drugs. To refrain from abuse of alcohol.
12. Willingness to maintain a professional appearance, including but not limited to, neatly trimmed facial and head hair; clean and properly worn uniforms, and appropriate work boots/shoes.
13. Employee must provide his/her own hand tools, does not include power tools normally used in the work provided by the Authority.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Employee _____

**HOUSING AUTHORITY OF GLOUCESTER COUNTY
MAINTENANCE REPAIRER, SENIOR
Job Description**

DEFINITION:

Working under supervision, performs a variety of routine maintenance and repair tasks involving masonry, plastering, carpentry, plumbing, painting, electrical, glazing, landscaping, mechanical, or other types of maintenance work.

Reports to: AHO Director or his designee
 Resident Building Superintendent
 Follow lead of Senior Maintenance Repairer

DISTINGUISHING CHARACTERISTICS:

Work performed is usually below or at the level of an apprentice in the trade in that it is usually not as exacting, does not cover as wide a variety of maintenance and installation work, and does not require as wide a degree of skill. Assignments are ordinarily received orally or in writing and may be accompanied by sketches or blueprints. If authorized and at the direction of a maintenance repairer, the employee may devise his/her own methods for accomplishing assigned tasks and may work independently, but the work is subject to inspection. The employee may operate a variety of automotive and special service equipment in connection with the work.

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May be required to travel throughout Gloucester County to various properties owned or managed by the Authority to assist or perform maintenance work such as: electrical, plumbing, masonry, carpentry, or structural repairs; remove inoperable appliances and replace with new appliances; clear sewer/drain stoppages; repair/replace roofing or siding shingles, repair/replace windows, screens, doors, fences, repair/replace concrete, dig holes, remove debris, perform janitorial services, prep vacant units, act as general labor, or other tasks as assigned.

REQUIREMENTS:

1. Graduation from high school or vocational-technical high school or possession of an approved equivalency certificate.
2. Ability to read, write and understand English sufficiently to perform the duties of this position.
3. Ability to understand, remember, and carry out oral and written directions, to learn quickly from oral and written explanations and from demonstrations, to take needed safety precautions in performing the work, and to take care of tools, equipment, materials and supplies.

4. The ability to meet with tenants and deal effectively with their problems, to work harmoniously with tenants, contractors, coworkers, supervisors, and others.
5. Possess and maintain a valid New Jersey driver's license. This is required to perform the duties of the job. Loss of New Jersey driving privilege will result in termination of employment.
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