HOUSING AUTHORITY OF THE CITY OF SUMMIT

BUILDING MAINTENANCE WORKER

Position: Building Maintenance Worker
Employment Status: Full-Time
Salary: $40,000 – $50,000 per year, commensurate with experience
Benefits: A competitive benefits package is available, including health insurance, retirement benefits, paid leave, and other benefits in accordance with Housing Authority policies.

Position Summary

The Summit Housing Authority is seeking a dependable, skilled, and customer-service-oriented Building Maintenance Worker to perform a variety of maintenance, repair, and upkeep duties throughout Housing Authority properties and 197 housing units. The successful candidate will take pride in maintaining safe, clean, and well-functioning buildings and will be committed to providing professional and courteous service to residents.

This position requires the ability to work independently, respond to maintenance requests in a timely manner, identify maintenance needs, and assist with preventive maintenance and unit turnover activities.

Essential Duties and Responsibilities

- Perform routine maintenance and repairs in resident apartments, common areas and exterior areas.
- Respond to resident work orders and maintenance requests and document work completed.
- Perform basic plumbing, electrical, carpentry, painting, drywall, appliance, and general building repairs.
- Prepare vacant units for occupancy, including repairs, painting, cleaning, and other turnover-related work.
- Conduct routine inspections of buildings, grounds, equipment, and mechanical areas and report maintenance concerns.
- Perform preventive maintenance to help maintain buildings, equipment, and systems in good working condition.
- Assist with emergency maintenance situations and respond appropriately to urgent building or resident concerns.

- Participate in a rotating evening and weekend emergency on-call schedule.
- Maintain buildings, grounds, sidewalks, entrances, and other common areas in a safe and orderly condition.
- Assist with snow and ice removal and other seasonal maintenance activities as needed.
- Maintain an accurate inventory and properly care for tools, equipment, materials, and supplies.
- Follow established safety procedures and applicable Housing Authority policies, codes, and regulations.
- Coordinate with contractors and other staff when necessary to complete repairs or maintenance projects.
- Maintain professional and respectful relationships with residents, staff, vendors, and the public.
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in building maintenance, property maintenance, apartment maintenance, facilities maintenance, or a related field preferred.
- General knowledge of plumbing, electrical, carpentry, painting, HVAC, and other building maintenance practices.
- Ability to troubleshoot maintenance problems and determine appropriate repairs.
- Ability to use common hand and power tools safely and effectively.
- Ability to read and follow instructions, work orders, and safety procedures.
- Strong customer service and communication skills.
- Ability to work independently and as part of a team.
- Ability to prioritize work and respond appropriately to emergency and time-sensitive maintenance requests.
- Valid New Jersey driver’s license required.

Physical Requirements

The position requires the ability to stand, walk, bend, stoop, kneel, climb stairs and ladders, reach, lift and carry materials and equipment, and perform physical maintenance tasks. The employee must be able to work in both indoor and outdoor environments and in varied weather conditions.

Preferred Qualifications

Candidates with experience working in multifamily housing, affordable housing, public housing, senior housing, or other residential property settings are encouraged to apply. Experience with preventive maintenance, unit turnover, work-order systems, and building inspections is also desirable.

How to Apply

Interested candidates should email a resume and cover letter to:

Jacqueline Gray, Executive Director
jgray@summitnjha.org

Please include **"Building Maintenance Worker"** in the subject line.

The Housing Authority of the City of Summit is an Equal Opportunity Employer.