

# The Schenectady Municipal Housing Authority

## Excellent Career Opportunity

### Building and Grounds Worker

The Schenectady Municipal Housing Authority (SMHA) is seeking to fill the full-time position of **Building and Grounds Worker**. Employees in this position work independently to perform a variety of unskilled and semi-skilled tasks relative to cleaning, minor repairs and grounds keeping responsibilities. Job duties include, but are not limited to cleaning vacant apartments, maintaining grounds and areas around apartments, performing minor electrical, plumbing and carpentry repairs, and assisting with trash and bulk item removal.

#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of related experience; OR
- (C) Successful completion of a job training or job readiness program.

**Special Requirements:** Must possess a valid NYS Driver's license at the time of appointment and must maintain such license throughout the tenure of appointment.

**Starting Salary:** \$42,942.80. Full benefit package including health insurance and participation in the New York State and Local Retirement System.

**Normal Work Schedule:** Full-Time, 40 hours per week, Monday through Friday, 7:30 a.m. to 4:00 p.m.

**Pre-employment Drug Screening:** It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test.

**Submission Requirements:** Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director  
Schenectady Municipal Housing Authority  
375 Broadway  
Schenectady, NY 12305  
jobs@smha1.org

**Submission Deadline:** Friday, July 6, 2018

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer