

The Schenectady Municipal Housing Authority
Excellent Career Opportunity
Building Systems Mechanic

The Schenectady Municipal Housing Authority (SMHA) is seeking to fill the full-time position of **Building Systems Mechanic**. This position involves responsibility for performing a variety of skilled maintenance and repair tasks in connection with the Schenectady Municipal Housing Authority owned buildings, grounds, and equipment. General supervision is received regarding what tasks to perform with leeway allowed for planning the details of each assignment.

- Troubleshoots, repairs, and maintains SMHA equipment and property including, but not limited to: boilers, furnaces, air conditioning equipment and machinery such as small engine equipment, appliances and power tools.
- Performs plumbing, carpentry, electrical, masonry, roofing, flooring, locksmithing and other mechanical repairs.
- Performs routine wall and ceiling repairs, to include plastering, sheet rocking, taping, spackling, patching, and painting.
- Performs routine preventive maintenance on building systems.
- Performs property inspections to ascertain repair needs and reports deficiencies to site manager.
- Performs groundskeeping functions, including mowing, weed cutting, snow removal, such as plowing, snow blowing and shoveling.
- Assesses and report inventory and service charges to the site manager
- Handles on-call assignments as scheduled.
- Drive to designated sites to perform cleaning functions
- Adheres to SMHA Safety Policy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of experience in skilled building systems maintenance.

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: \$53,611.02. Full benefit package including health insurance and participation in the New York State and Local Retirement Pension System.

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

Civil Service Requirements: This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

Pre-employment Drug Screening: It is the policy of SMHA to require applicants to take and successfully pass a preemployment drug test. Employees in this position are also subject to random drug testing throughout employment.

Submission Requirements: Applicants must submit a job application. 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: September 30, 2023

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer