

GROUNDSCKEEPER/ CUSTODIAN

FULL TIME POSTION, ON SITE



SALARY

\$71,671

BENEFITS

- Union Position
- Dental Insurance
- Health Insurance
- Retirement Plan
- Vision Insurance
- Mileage Reimbursement

HOW TO APPLY

 mduggan@newtonhousing.org

 www.indeed.com/cmp/Newton-Housing-Authority/jobs

 Attn: Molly Duggan
Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

ABOUT THE NHA

The Newton Housing Authority was created in 1959 and is the largest provider of affordable housing in the City of Newton. The NHA provides housing assistance to over 1000 low-income residents through the administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program. The NHA also owns and operates a management portfolio of 93 studio, one, two, and three-bedroom units.

The NHA has a responsibility to provide and maintain a high standard of housing, which allows our residents a safe, clean, and affordable home in which to reside. The NHA also endeavors to create a sense of community for its residents through its social service programs, so as to enhance their quality of life within an environment of dignity and caring.

In recent years, the NHA has worked to create more affordable housing in the City of Newton and greatly expand our Resident Services Program, providing enhanced tenant-focused social services and clinical case management to better meet the changing needs of our residents.

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DESCRIPTION OF RESPONSIBILITIES

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- Under the supervision of the Maintenance Foreman, perform unskilled maintenance and repair tasks in the authority owned/managed buildings and grounds.
- Operate variety of mowers and equipment to maintain lawns, including mowers, spreaders, trimmers, lining equipment, blowers, edgers, chain saws, weed whackers, etc.
- Perform snow removal duties, including by hand and with snow removal equipment.
- Perform general cleaning and custodial duties such as cleaning common areas, offices, bathrooms, and emptying trash as needed and assigned.
- Perform cleaning of vacant apartments.
- Assist in the moving of materials and supplies including refrigerators and stoves.
- Performs re-lamping of light fixtures in buildings, common areas and grounds of the authority owned/managed units.
- Performs other related duties as needed and assigned.

REQUIREMENTS

- Valid Driver's License and personal vehicle required.
- Ability to lift up to 50lbs.
- Overtime required.

QUALIFICATIONS

- High school diploma or equivalent preferred.
- At least 2 years' experience required.