

HOUSING AUTHORITY OF THE CITY OF MERIDEN

22Church Street
Meriden, CT 06451
Phone: (203) 235-0157
Fax: (203) 634-1971

JOB DESCRIPTION

JOB TITLE: Maintenance Aide
EXEMPT:
SALARY LEVEL: Minimum: \$20.40 Maximum: \$
EMPLOYEE REPORTS TO: Asset Manager/Field Supervisor
PREPARED BY: Joseph Guest **DATE:**
APPROVED BY: H. Fetrow **DATE:** 03/27/2026
EXPIRATION DATE:

SUMMARY

The Maintenance Aide is a responsible maintenance position in charge of maintaining the offices, dwelling, common areas and non-dwelling facilities. Daily work assignments are assigned by the Property Manager or his/or her designee. In addition may receive orders from Field Office Supervisor.

ESSENTIAL FUNCTIONS

1. Unstops toilets, sinks, tubs and drains.
2. Responsible for cleaning and removal of debris from common areas, grounds, and offices.
3. Performs grounds maintenance including but not limited to: mowing the lawn, trimming, snow removal litter/refuse removal, leaf removal and planting.
4. Collects and hauls refuse, cleans vacant apartments after move out and for re-occupancy.
5. Cleans common areas including but not limited to: sweeping, vacuuming, waxing of floors, washing walls, windows, doors ceilings and buffing the floors.
6. Assists in minor repairs to equipment and fixtures.
7. Performs minor touch-up painting, paints over and/or removes graffiti and other demarcations.
8. Operates including but not limited to: dump and platform trucks, snow plows, cars, mowers, weed eaters, trimmers, snow and leaf blowers, vacuums, generators, pumps, buffing equipment, mops, and brooms.
9. Attends meetings and training as scheduled.
10. Performs all other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be able to handle multiple tasks and prioritize assigned work.
2. Must project a professional attitude and appearance.
3. Basic knowledge of maintenance and janitorial work and proper use of related equipment.

EDUCATION AND EXPERIENCE

High school, trade school or general equivalency diploma is required.

OTHER

Valid Driver's License.

BENEFIT PACKAGE: Health, dental and vision insurance. Paid holidays and PTO.

APPLICATION AND SUBMISSION: Mail resume to Meriden Housing Authority, P.O. Box 911, Meriden, CT 06450 or email jamieu@meriden-ha.com

AN EQUAL OPPORTUNITY EMPLOYER M/F/V