



## **Building Maintenance Worker New Community Corporation**

New Community Corporation in Newark, New Jersey is one of the largest and most comprehensive community development agencies in the country; New Community's success rests on its comprehensive approach to community development. It is active in housing, health care, education, job training, childcare and economic development.

The Building Maintenance Worker (MW) must be skilled in basic repair, painting, plumbing, carpentry, and electrical. Maintenance Worker must be responsive to residents and be able to work as a team member with co-workers and management.

### **Essential Responsibilities:**

- Performs daily maintenance services throughout assigned property.
- Performs a variety of preventative maintenance routines.
- Perform basic plumbing, simple electrical, carpentry, tiling, flooring and miscellaneous repairs.
- Complete work-orders as assigned by Superintendent, Property Manager(s) and/or designated supervisor.
- Complete daily work orders and other assigned tasks. Turn in completed paperwork at the end of each shift worked.
- Responsible for tasks, such as fixing leaky pipes, painting rooms, patching drywall and fitting locks.
- Perform repairs as necessary.
- Perform duties relating to apartment turnover for new residents; replacing cabinets, flooring, painting, toilets, cleaning, sinks, faucets and related repairs.
- Perform tasks related to preparing apartments for new residents, including cleaning and repairing.
- Prepare and turnover of residential apartments for incoming residents areas. Tasks will include tasks such as cleaning, painting and preparing.
- Operate, maintain and repair a variety of mechanical tools and equipment.
- Repair and maintain electrical lighting and fixtures.

### **Qualifications**

- High school diploma or equivalent
- Valid Motor Vehicle License with an acceptable driving record in accordance with the insurance carriers "Driver Eligibility Criteria" document
- Maintain flexibility in order to successfully perform job and meet deadlines

**If interested applying for this position, please click on the link below.**

<http://mypjobs.com/j/s.cfm/6BB>

**New Community Corporation is an Equal Opportunity Employer**