



Formerly Jewish Community Housing for the Elderly (JCHE)

## **Maintenance Mechanic I- Shillman House, Framingham MA**

***Join an organization that truly values its passionate, talented team. We're committed to supporting your health and well-being and your professional development. By making this a great place for you to work, you can focus on making 2Life a great place to live.***

A Maintenance Mechanic at Shillman House works as part of a cooperative team. Work Activities are wide-ranging and include: interior painting, carpentry, flooring repairs, electrical and plumbing that does not require a license, patching, appliance repair, unit inspections, sheet rock repair, grounds work including snow removal. A mechanic also conducts preventive maintenance routines for diagnostic tests and performs repair and equipment maintenance functions.

The hourly wage for this role is \$20-\$23 per hour with the potential to earn up to an additional \$6500 annually when serving as the Back-Up Mechanic. The hours for this position are Monday-Friday 8 am-5 pm.

Here at 2Life, we also offer a very rich benefit plan which for individuals adds 27% on top of the base pay and over 30% for employee +1 and families. Our rewards program includes but not limited to:

- Robust medical and dental plan
- Vision
- Employer-paid life and AD&D, STD, and LTD insurance
- 401(k) plan
- Three weeks paid vacation
- 12 paid holidays
- 2 floating holidays

### **ESSENTIAL JOB FUNCTIONS\***

Under the direction of the Maintenance Supervisor, the Maintenance Mechanic I

- Performs preventive maintenance and routine engineering checks in all mechanical and boiler rooms; maintains logs, work orders and other required documentation.
- Performs general mechanical tasks including heating, plumbing, minor electrical and appliance repairs as assigned and allowed by local code in apartment units as well as common areas.
- Performs maintenance tasks required to maintain systems and aesthetics of building complex.
- Prepares vacant apartments for new residents and refreshing apartment units as needed; patches, paints, repairs, and/or replaces cabinets, countertops, fixtures, appliances, etc.
- Performs frequent walkthroughs of the entire building and grounds to observe, list, and report areas in need of services and/or repairs, and performs services and/or repairs as scheduled or assigned.
- Performs unit inspections, in tandem with Resident Service Teams, to ensure building/unit integrity, safety, and compliance to inspection mandates.

- Performs routine engineering checks in all mechanical and boiler rooms as scheduled or assigned, and maintains logs, work orders, and other documentation.
- Serves as Back-Up Mechanic/24-hour on-call on alternating weeks.
- Documents time in/time out or other tracking system functions on all work orders.
- Maintains and supports the tracking of inventory control systems to ensure adequate supplies at all times.
- Completes materials requisitions according to 2Life standards.
- Responds to medical and fire emergencies along with Resident Services staff.
- Performs snow removal.
- Performs cleaning/janitorial duties when scheduled or assigned.
- Ensures 2Life work practices are safe and in compliance with 2Life standards and government regulations at all times.
- Is responsible for proper dress, in 2Life uniforms, at all times.
- Reports all unsafe practices observed to management to help ensure 2Life work practice are safe and in compliance with company standards.
- Participates in organizational training/workshops as well as attending external training opportunities to keep skills updated and current or to learn new maintenance skills deemed necessary by your supervisor.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Provides contractors and vendors with service access to mechanical areas and apartments, as needed.
- May rotate as building mechanic to other 2Life buildings, as assigned.

#### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES**

- High School diploma. Post-secondary technical training preferred.
- Must have at least two years of hands-on experience
- Proficient interior painter
- Knowledge of plumbing, heating, HVAC, and electrical systems and willingness to expand these skills.
- Knowledge of building trades, mechanics, and/or building maintenance.
- Strong commitment and dedication to individual scheduling expectations and ensuring on-time performance standards are met
- Strong problem-solving skills, interpersonal, and communication skills.
- Basic math skills preferred.
- Hoisting License preferred.
- Demonstrated customer service skills.
- Familiarity with working with older adults (preferred).
- Ability to make repairs not requiring a license.
- Ability to work with limited supervision and as part of a team.
- Fluent in English.
- Proficiency in use of computers and computerized systems, including email, work order and record-keeping systems.
- Experience with high-efficiency boilers and heating plants is a plus
- Willingness to learn about the basic operation of photovoltaic systems and co-generation systems
- Valid Massachusetts' driver's license.
- Must be able to safely use hand and power tools, etc.

## **SUPERVISORY RESPONSIBILITY**

- None

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Frequent standing and walking.
- Ability to frequently lift and/or move objects weighing up to 50 pounds.
- Ability to safely use hand and power tools.
- While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, climb, etc. Must have full use of arms, hands, and finger dexterity to reach, lift, pull, push and feel.
- Ability to operate a Bobcat.
- Ability to work outdoors in winter conditions

Qualified candidates are encouraged to apply [HERE](#).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**