

BRISTOL HOUSING

Job Title: Maintenance Assistant

Reports To: Maintenance Technician or Facilities Director

FLSA: Non-exempt, Full time

Summary: Under the general supervision of the Facilities Director or the Maintenance Technician, the employee in this position is responsible for assisting in skilled and semi-skilled maintenance, repairs and installations on Bristol Housing buildings, grounds, apartments and equipment as assigned. Must demonstrate through performance, a basic knowledge of heating systems, carpentry, painting, electrical and grounds maintenance. This is not a “Safety Sensitive” position for the purposes of pre-employment drug testing. This position is not eligible for a hybrid or remote work schedule.

Required Knowledge, Skills and Abilities:

- Knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting and mechanical equipment.
- Knowledge of the methods, practices, tools and materials used in building maintenance and repair and grounds keeping.
- Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
- Ability to perform minor heating and plumbing repairs.
- Ability to perform building maintenance tasks of varying difficulty with limited supervision.
- Ability to establish and maintain effective working relationships with coworkers, residents, contractors and the general public.
- Interpersonal skills, attendance and ability to work in a team environment are essential job functions.
- Ability to follow oral and written instructions.

Education and Experience:

- Completion of the 10th grade, a GED or equivalent ability and at least two years-experience in building maintenance or construction or an equivalent combination. Desired abilities in one of the following crafts: electrical, plumbing, masonry, carpentry, painting, utility services. Equivalent experience as general utility mechanic or maintenance in an industrial or commercial establishment.

Conditions of Employment:

- Must be bondable under Bristol Housing's fidelity bond.
- Must have the ability to work with confidential information.
- Possession of a valid motor vehicle operator's license.

Essential Functions:

- Performs minor maintenance and repair tasks to heating systems such as cleaning PTAC's, checking elements, changing filters, etc.
- Performs minor plumbing tasks such as changing faucet washers, stems, seats, etc., and repairing toilets by changing tanks, overflow tubes, commodes, etc.
- Performs minor electrical tasks such as resetting circuit breakers, replace outlets, switches, GFCI's, replacing light bulbs, globes, etc.
- Performs routing maintenance and repairs to buildings, furniture and fixtures.
- Performs floor-tile patching installation by removing old tile, scraping down the floor surface to remove old cement, applying cement or glue to the floor surface and then laying the tile properly.
- Performs building and grounds maintenance and repair tasks through the use of such tools and equipment as common hand tools, glass cutters, wrenches, pipe cutters, drain augers, shovels, rakes, lawnmowers, caulking guns, trowels, paint rollers, spray guns, etc.
- Assists in moving heavy objects such as refrigerators, stoves, etc.
- Operates heavy equipment including, but not limited to, backhoe, sewer machine, sandblasting machine, etc.
- Performs preventative maintenance tasks as assigned.

- Performs tasks to maintain vehicles, tools and equipment.
- Responds to after-hours emergency calls as directed by supervisor.
- Maintains grounds by cleaning up debris, mowing lawns, raking grass and leaves, trimming shrubs and trees, etc.

Related Duties and Responsibilities:

- Performs related duties and responsibilities as required and assigned.

NOTE: Bristol Housing reserves the right to modify, interpret, or apply this job description as it desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will”. The aforementioned job requirements may be changed to fulfill any obligation(s) to reasonably accommodate qualified individuals with disabilities.

ACKNOWLEDGEMENT

I have read, understand and accept the duties, standards, and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures. I will perform duties to the best of my ability.

I further understand that my employment is at will and thereby understand that the company or I may terminate my employment at any time.

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|--------------------|------|
| | |
| Employee Signature | Date |

| | |
|----------------------|------|
| | |
| Supervisor Signature | Date |

Bristol Housing

Summary of Physical, Sensory and Environmental Requirements Needed to Perform Essential Job Duties

Job Title: Maintenance Assistant

- **Physical Requirements Explanation**

- **Lifting:** Up to 50 pounds
- **Carrying:** Up to 50 pounds
- **Pushing/Pulling:** Up to 150 pounds
- **Use of Equipment:** Vehicles, tractors, backhoes, jettors, power tools, hand tools, general office equipment

| | Continuously | Frequently | Occasionally | Not At All | Explanation |
|----------|--------------|------------|--------------|------------|-------------|
| Sitting | | | X | | |
| Standing | | X | | | |
| Walking | | X | | | |
| Bending | | X | | | |
| Stooping | | X | | | |

| | Continuously | Frequently | Occasionally | Not At All | Explanation |
|----------------------|--------------|------------|--------------|------------|-------------|
| Crawling | | | X | | |
| Climbing | | X | | | |
| Reaching Above Head | | X | | | |
| Grasping One Hand | | X | | | |
| Both Hands | | X | | | |

| | Continuously | Frequently | Occasionally | Not At All | Explanation |
|-------------------------------|--------------|------------|--------------|------------|-------------|
| Fine Manipulating One Hand | X | | | | |
| Both Hands | | X | | | |
| | | | | | |
| | | | | | |

B. Environmental Requirements

| | Continuously | Frequently | Occasionally | Not At All | Explanation |
|--|--------------|------------|--------------|------------|-------------|
| Outside Work | | X | | | |
| Exposure to Dust, Fumes, Odors, Water, Etc. | | X | | | |
| Exposure to Biological And/or Chemical Hazards | | X | | | |
| Exposure to Mechanical And/or Electrical Hazards | | X | | | |
| Normal (Inside) Environments | | X | | | |

C. Sensory Requirements

| Eyesight | | Necessary | | Not Necessary | Explanation |
|---------------------------------|--|-----------|--|---------------|-------------|
| Normal/Corrected | | X | | | |
| Close Eye Work | | X | | | |
| Ability to Differentiate Colors | | X | | | |
| | | | | | |
| | | | | | |

| Hearing | | Necessary | | Not Necessary | Explanation |
|----------------|--|-----------|--|---------------|-------------|
| Normal Tones | | X | | | |
| Soft Tones | | X | | | |
| Other | | | | | |
| | | | | | |
| | | | | | |

| Smells/Temperatures | | Necessary | | Not Necessary | Explanation |
|----------------------------|--|-----------|--|---------------|-------------|
| Distinguish Smells | | X | | | |
| Distinguish Temp By: | | | | | |
| Touch | | X | | | |
| Proximity | | X | | | |
| | | | | | |

Adopted by Bristol Housing’s Board of Commissioners

August 27, 2025

This job description supersedes any previously approved job description for this position.