



Date: Wednesday, October 29, 2025
To: All Employees
From: T. Sean Adams, Executive Director
Subject: Job Posting: Maintenance Aide

Applications may be made in person at the Ashtabula Metropolitan Housing Authority during regular business hours until the end of the business day, Friday, November 14, 2025. Please provide application, maintenance questionnaire and a photo copy of Ohio driver's license.

Position: Maintenance Aide
Position Type: Full Time
Apply at: 3526 Lake Ave., Ashtabula, Ohio 44004
Rate of Pay: \$21.30 per hour / \$44,304.00 annually effective 01/01/2025
Union: Teamsters

Position Summary: This is the entry level position into the Maintenance Department for the Ashtabula Metropolitan Housing Authority.

Responsibilities may include: driving a company vehicle, grounds care, custodial duties and maintenance tasks as assigned. Duties include but are not limited to: lawn mowing with push-type and riding mowers, leaf blowing, edging, trimming, raking and debris pick-up, reseeding and fertilizing, snow plowing, snow blowing; installing and repairing curbing, pavement and sidewalks; cleaning out vacant units, painting, floor cleaning, repairs as needed; cleaning offices and common areas in project offices; janitorial duties; providing labor support to other maintenance mechanics and any other tasks as assigned.

Qualifications:

- Licensed to drive in Ohio with a clean driving record.
- Knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities and equipment.
- Knowledge of general grounds care procedures and maintenance.

- Knowledge of basic tools.
- Ability to exercise care in the use of materials, equipment and tools.
- Ability to paint multiple surface types.
- Ability to follow oral and written instructions.
- Ability to perform tasks requiring moderately heavy manual work.
- Ability to lift at least 50 lbs.
- Ability to establish and maintain effective working relationships with other employees, tenants and the general public.

Education:

- Graduation from an accredited high school or trade school is desirable.
- One year of working experience in the care and maintenance of buildings and/or grounds.
- Or an equivalent combination of technical training and experience to meet the required knowledge skills and abilities.

Additional Information

- AMHA staff pays into OPERS not Social Security
- Closed for 13 Federal Holidays
- Comprehensive Benefits Package
 - Vacation Time
 - Retirement
 - Healthcare
 - Supplemental Insurance
- Ability to Advance

Thank you,

T. Sean Adams,
Executive Director

