AGREEMENT BETWEEN

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

AND

THE AMERICAN FEDERATION OF

STATE, COUNTY AND MUNICIPAL EMPLOYEES

COUNCIL 93 AND ITS APPROPRIATE AFFILIATE LOCAL 298

OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2010

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PREAMBLE

The purpose and intent of the Manchester Housing And Redevelopment Authority (the Manchester Housing Authority prior to May 1990), hereafter referred to as the "MHRA" (formerly MHA), and the American Federation of State, County and Municipal Employees, hereafter referred to as the "Union", entering into this Agreement is to promote orderly and peaceful relations between the MHRA and the organized employees in the bargaining unit included in the following Agreement, and to provide on behalf of the citizens of Manchester approved services in an effective and efficient manner.

RECOGNITION - ARTICLE 1

The MHRA hereby recognizes AFSCME in accordance with RSA 273-A as the exclusive representative of the bargaining unit described in the Certification of Representation issued by the Public Employee Labor Relations Board (case #A-0523).

NON-DISCRIMINATION - ARTICLE 2

2.1 The MHRA and the Union agree not to discriminate in any way against employees covered by this Agreement on the basis of race, religion, creed, color, national origin, sex, age, sexual orientation, marital status, or disability, except where physical or mental condition is a bona fide occupational qualification.

2.2 The MHRA agrees that it will not discriminate against any employee on account of Union membership or exercise of his/her rights conferred by RSA 273-A.

UNION MEMBERSHIP - ARTICLE 3

Each member of the bargaining unit on the effective date of this Agreement shall be a member of the Union and each employee who becomes a member of the bargaining unit and the Union after that date shall continue his/her membership in the Union.

DUES DEDUCTION - ARTICLE 4

4.1 The employer shall deduct regular weekly Union dues upon receipt of a signed authorization from members of the Union on form F46. The employer shall forward all such dues so collected to the Treasurer of the Union as soon as practicable. The Union shall indemnify and save the employer harmless against all claims and suits, which may arise by reason of any action taken in making deductions of said dues and remitting the same to the Union pursuant to this Agreement.

4.2 The Union will keep the MHRA informed of the correct name and address of the Treasurer of Local 298 AFSCME. The Treasurer of Local 298 AFSCME will keep the MHRA informed of any change in the amount to be deducted.

4.3 If an employee has no check coming to him/her or if his/her check is not large enough to satisfy the dues, then no deduction will be made from that employee. In no case will the MHRA attempt to collect fines or assessments for the Union beyond regular dues.

MANAGEMENT RIGHTS - ARTICLE 5

Except as otherwise expressly and specifically provided in this Agreement, the Union recognizes that the direction of the Authority's operations; the determination of the methods and means by which such operations are to be conducted; the supervision, management and control of the Authority's work force, the right, lawfully and for just cause, to demote, discipline, suspend or discharge employees; the right to determine hours and schedules of work and the work tasks and standards of performance for employees, and all other rights and responsibilities not specifically provided in this Agreement, shall remain the function of Management and the MHRA, all in accordance with RSA 273-A. It shall be the right of the Union, however, to present and process grievances of its members whose wages, working conditions or other rights expressly and specifically provided in this Agreement are violated by Management or the Board.

STRIKES PROHIBITED - ARTICLE 6

Under no circumstances will the Union cause, encourage, sponsor or participate in any job action, strike, sit-down, stay-in, stay-out, sick-in, sick-out, work slowdowns, withholding of services or any curtailment of work or restrictions of the MHRA during the term of this Agreement.

WORK POLICY AND REGULATIONS - ARTICLE 7

7.1 The MHRA may adopt rules for the operation of the department, provided such rules do not conflict with any of the provisions of this Agreement.

7.2 It is agreed that the MHRA has the right to discipline or discharge employees for just cause.

7.3 In justice and fairness to the MHRA, all employees are expected to report to work except for approved absences, report to work on time, not leave the job early, be prompt in reporting to their assigned duties and faithfully perform their duties. It is also agreed that no Union business will be transacted on MHRA time, except as specified elsewhere in the Agreement. The Union recognizes that the efficient delivery of services is a primary objective of the parties under this Agreement.

7.4 It is agreed that any employee leaving his/her work without authorization of his/her supervisor, will forfeit pay for the time absent from his/her assigned job and will be subject to disciplinary procedures authorized under paragraph 7.2 above.

7.5 It is agreed that the Maintenance Manager and Supervisor shall not routinely perform Bargaining Unit work, their primary function is supervisory. Exceptions in cases of emergency, providing instruction or training, insuring maximum efficiency and protection of equipment will

be permitted. Performance under these circumstances will not result in the loss of overtime for any Bargaining Unit member.

CONFLICT OF INTEREST - ARTICLE 8

No employee of the MHRA shall acquire any interest, direct or indirect, in any housing or redevelopment project or in any property included, or planned to be included in any project, nor shall he/she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any housing or redevelopment project. If any employee of the MHRA owns or controls an interest, direct or indirect, in any property included or planned to be included in any housing or redevelopment project, he/she immediately shall disclose the same in writing to the MHRA and such disclosure shall be entered upon the minutes of the MHRA. Failure to disclose such interest shall constitute misconduct in office. Upon such disclosure, such employee shall not participate in any action by the MHRA affecting such property.

POLITICAL ACTIVITIES - ARTICLE 9

All members, officers and employees of the MHRA, whose employment as such constitutes their principal employment, are subject to the provisions of Section 12(s) of the Hatch Act, Public Law 252, 76th Congress. If any individual, who is also engaged in some other employment or occupation, is doubtful as to his/her status under the Hatch Act, he/she may present the matter in writing to the United States Civil Service Commission for a ruling.

NEPOTISM - ARTICLE 10

Relatives of an employee may be employed by the Authority but not in the same department.

RESTRICTIONS - ARTICLE 11

11.1 No permanent full-time employee of the MHRA shall be permitted to be gainfully employed, or carry on any outside activities during his/her normal working hours, or in any other manner that would interfere with the performance of his/her services to the Authority.

11.2 No employee of the MHRA is authorized to carry or otherwise possess on his or her person, MHRA premises or vehicles, a firearm, or other deadly weapon while the employee is employed during regular working hours of the MHRA or during those hours where the employee is called for maintenance service after regular working hours. Violation of this section shall constitute just cause for dismissal of the employee.

11.3 An employee shall not, while in the employ of the MHRA, be gainfully involved with activities involving another public body or any tenant of the Authority in any way. This shall include contractual relationships as well as employment. If any employee is in doubt as to whether any existing or contemplated situation is in violation of this provision, he/she shall consult with the Executive Director, for a determination.

11.4 Members of the bargaining unit, who desire to terminate his/her employment, shall submit a written resignation at least two (2) weeks in advance, setting forth his/her reasons for resigning.

USE OF EQUIPMENT - ARTICLE 12

MHRA property or equipment may not be utilized for an employee's personal use. This, or any other private use, includes repairs to personal vehicles, appliances, furniture and/or borrowing MHRA equipment for that purpose. Violations of this policy may result in disciplinary action being taken.

USE OF VEHICLES - ARTICLE 13

13.1 Any vehicle owned by the MHRA should not, at any time, be left unattended with the engine running, nor should keys be left in the ignition when leaving the vehicle. The intent of this policy is to prevent accidents or theft.

13.2 Vehicles owned by the MHRA are to be used only for travel related to the execution of duties and functions of the MHRA's employees, such as inspections, field work, transportation to meetings and conferences, and participation in approved civic programs. MHRA vehicles may be used for limited personal use, including transporting immediate family members to work or school while driving to work or for use in emergency situations where no other transportation is available. No employee should depend upon any MHRA vehicle exclusively for his/her private vehicular needs.

13.3 Any driver or passenger riding in a MHRA vehicle shall use the body restraints (better known as seat belts).

JURY DUTY & WITNESS DUTY - ARTICLE 14

14.1 An employee called as a juror or witness will be paid the difference between the fee received for such service and the amount of straight time earnings lost by reason of such services. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor.

14.2 Employees who are called to jury or witness duty and are excused from the jury or witnessing duty for a day, or days, shall report to their regular work assignments as soon as possible after being excused.

MILITARY SERVICE - ARTICLE 15

Shall be governed by existing law.

FAMILY AND MEDICAL LEAVE ACT LEAVE - ARTICLE 16

16.1 Employees may take leave for family and medical reasons, pursuant to the Family and Medical Leave Act of 1993 (FMLA). Eligibility for such leave will be based on the criteria enumerated in the FMLA.

16.2 As provided in the Family and Medical Leave Act of 1993, an employee who has been employed by the MHRA continuously for 12 months and who has worked at least 1,250 hours during the previous twelve months is eligible for up to twelve workweeks of unpaid FMLA leave to: care for the employee's child after birth or placement for adoption or foster care; care for the employee's son, daughter, spouse or parent with a serious health condition; and when a serious health condition that makes the employee unable to do his/her job.

16.3 To be granted leave, an employee must submit a written request to the Maintenance Manager at least 30 days before the date upon which the leave will begin. If the need for FMLA leave is not foreseeable, the request must be made as early as possible, and, when possible, at least one to two days before the leave is to begin.

16.4 a) A FMLA leave request must contain the reason for the request, the length of the FMLA leave and must contain or have attached a medical certification from a health care provider explaining the anticipated length of the absence and a brief description of the circumstances surrounding the request. The MHRA may require an employee to obtain a second or third opinion at the MHRA's expense.

b) When an employee requests any leave of absence that qualifies as leave under FMLA, including time when the employee is receiving disability and/or workers' compensation pay and benefits, the Authority may designate such leave as FMLA leave upon written notification to the employee.

16.5 While an employee is out on FMLA leave, the MHRA may require additional reports regarding an employee's status and intent to return to work. The MHRA may also require the employee to provide recertification(s) from a health care provider. The recertification must contain the status of the employee's condition, a verification of the employee's inability to perform job functions and an explanation that the FMLA leave must be continued.

16.6 An employee who takes FMLA because of the employee's own serious health condition will not be allowed to return to work without a medical clearance.

16.7 In all cases, unless the MHRA approves otherwise, accrued paid vacation and, when related to a serious health condition, accrued paid sick leave and sick leave bank benefits, will be substituted for FMLA leave and will be counted toward an employee's total FMLA leave entitlement. In the event that no paid leave is available to an employee, FMLA will be unpaid.

16.8 Group health insurance benefits will continue during an employee's FMLA leave. Employees making co-pay contributions to their health insurance must continue to do so. If paid leave is substituted for FMLA leave, co-pay contributions will be paid by the method used

prior to leave. If the FMLA leave is unpaid, insurance payments must be made in the manner designated by the MHRA. The employee will be notified in writing of the manner by which these payments must be made. Unless excepted by the FMLA, an employee choosing not to return to work after taking FMLA leave will be required to reimburse the MHRA for premiums paid by the Authority to maintain the employee's health coverage.

16.9 An employee returning from FMLA leave will be returned to the same position or to an equivalent position, pursuant to the FMLA. If the employee would not have been employed at the time he or she returned from leave, then the MHRA need not reinstate the employee.

16.10 Employees who are unable to return to work after exhausting their FMLA leave entitlement or who would not have otherwise been employed or have not been granted further leave of absence, may be separated from employment, but will remain eligible to apply for any available positions with the MHRA.

16.11 All terms in these provisions will have the same meaning as in the FMLA. All references to the FMLA in this agreement refer to the Family and Medical Leave Act of 1993, its subsequent amendments and all associated regulations.

MATERNITY LEAVE - ARTICLE 17

17.1 Employees may take leave for the period of temporary physical disability resulting from pregnancy, child birth, or related medical conditions. Such leave may occur both before and/or after birth.

17.2 An employee taking such leave must provide a medical certification from a health care provider in the same manner as she would for FMLA leave, even if the employee has exhausted or would not otherwise be entitled to FMLA leave.

17.3 If an employee's disability under this section also qualifies as a serious health condition under the FMLA, the two types of leave will run at the same time, the leave counting against the employee's FMLA leave entitlement.

17.4 While on maternity leave an employee will be eligible to receive the same benefits as an employee on a medical leave of absence. Each employee's right to paid maternity leave will be based upon the employee's entitlement to or eligibility for disability benefits.

17.5 Employees who are returning from a disability associated with maternity will have the same or similar position made available.

BEREAVEMENT LEAVE - ARTICLE 18

18.1 Bereavement Leave of three (3) working days with pay between the date of death and the date of the funeral, inclusive shall be granted a permanent full-time or permanent part-time employee who works at least half-time in the event of the death of his/her:

Spouse	Sister
Father	Brother
Mother	Child
Father-in-Law	Mother-in-Law
Son-in-Law	Daughter-in-Law
Step-parent	Step-child

or

A blood relative or ward residing in the same household.

18.2 Special leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of his/her:

Grandmother	Sister-in Law
Grandfather	Aunt
Grandchild	Uncle
Brother-in Law	

18.3 Under extenuating circumstances, two (2) additional days with pay may be granted under 18.1 with written approval of the Executive Director: such days to be charged to the employee's accrued sick leave.

18.4 Under no circumstances shall bereavement leave be paid on an over-time basis.

18.5 If a family member, as described above, dies while an employee is out due to illness or on vacation, time will be changed to Bereavement Leave. The number of days given will follow the above policy for family members.

BULLETIN BOARDS - ARTICLE 19

The MHRA shall provide space on bulletin boards for the posting of notices of the MHRA addressed to the employees and notices of the Union addressed to the members. The MHRA shall locate its bulletin boards at convenient places within maintenance areas. No Union notice shall be posted in or around the Authority's property except on such boards and no Union notice shall be posted until it has been signed either by the President or Secretary of the Union. The MHRA shall have no responsibility for any notices posted by or on behalf of the Union.

HOURS OF WORK, OVERTIME CALL BACK & SHIFT DIFFERENTIAL – ARTICLE 20

20.1 The normal work hours shall be 8:00 a.m. - 4:30 p.m., Monday through Friday, for the first shift, with an unpaid one half hour for lunch, and two paid 15 minute breaks, with the lunch and break schedules to be set by the Supervisor.

20.2 The normal work hours shall be 4:30 p.m. - 1:00 a.m., Monday through Friday, for the second shift, with an unpaid one half hour for lunch and two paid 15 minute breaks, with the lunch and break schedules to be set by the Supervisor.

20.3 The normal work week shall be five (5) consecutive days, Monday through Friday.

20.4 Time and one-half shall be paid for all hours worked over eight (8) in one day.

20.5 Time and one-half shall be paid for all hours worked over forty (40) in one week.

20.6 The MHRA shall pay a .75 per hour shift differential for second and weekend shifts.

20.7 It shall be the duty of all able bodied employees to make themselves available during the course of emergency situations. Deliberate refusal to work when contacted during such situations without adequate justification may result in disciplinary action.

Overtime shall be distributed by a voluntary rotating list. This list shall be initially established by bargaining unit seniority, most to least. Individuals may volunteer or have their names removed from the list on a quarterly basis. The adjustments to the list are to be made during the months of January, April, July and October.

The person or persons in charge of staffing the overtime must offer such overtime to the individual whose turn it is in the rotation. Should the individual being offered the overtime not be available, the next individual on the list will be offered the overtime.

When an individual on-call is calling another individual for assistance, he/she must use the MHRA cell phone; when calling, allow for at least five rings in order to ensure record of the call with the phone service.

**Once a person has accepted his/her turn in the rotation, has declined his/her opportunity to work the overtime, or cannot be reached after reasonable effort, that individual then yields to the next individual in the rotation.

This list shall not apply in cases where an individual(s) is called in because of his/her higher level skills/knowledge to complete a specific task relative to that particular job, with one exception: In the event that the individual being called in for that higher level skill/knowledge happens to be the individual next in rotation, or as we say "on the board", his/her turn is considered satisfied and the list advances to the next individual.

The list also does not apply in emergency cases where an individual(s) remains on a job that they had started during their regular shift and remained on into overtime. Any individuals retained to finish a particular job that they did not participate in during their regular shift must be chosen from the rotating list, unless that individual is there as a result of his/her higher level skills/knowledge.

In the event that the MHRA cannot staff an emergency situation through the voluntary rotating list, such emergency shall be staffed using reverse bargaining unit seniority inclusive of the entire bargaining unit including those who have opted out of the voluntary rotation and probationary employees; the person with the least bargaining unit seniority must make himself/herself available for such overtime work when contacted. If the employee with the least bargaining unit seniority is unavailable for a legitimate reason, the overtime will be assigned to the employee with the next lowest bargaining unit seniority. In other words, the overtime will be assigned to employees in bargaining unit seniority (least to most). Impact to the voluntary rotating list ceases at the point where the reverse seniority staffing procedure is invoked.

**This also applies to overtime work offered in advance not yet performed. In other words, if there was planned overtime, let's say a week in advance, the list would be updated upon acceptance, refusal or after a reasonable time period to contact individual(s). Overtime opportunities that come about in the interim are passed on to the next individual(s) on the rotating list.

20.8 Any person who has left his/her place of employment and is recalled prior to his/her next normal shift will be paid for a minimum of three (3) hours at the rate of time and one half; provided further, that an employee who is called back for overtime or emergency work and who returns to his/her residence within the three (3) hour minimum guarantee, may be called back for additional emergency within that three (3) hours without an additional three hour guarantee. It is the purpose and intent of this section to assure an employee of at least three (3) hours of pay at overtime rate for the inconvenience of being called back to work between the normal shift, but not to be separately paid for several call-backs within the three (3) hour minimum guarantee period. Any employee who is called in one hour or less prior to the start of his/her normal work shift, shall receive such time at the overtime rate, but is excluded from the three (3) hour minimum guarantee outlined above.

20.9 Employees shall not respond to callbacks from tenants.

20.10 It is the employee's responsibility to contact his/her supervisor or the office each day before the work day begins in the event of an unscheduled illness or absence - unless a Physician's note has been submitted with a pre-determined time of absence. If an employee does not contact his/her supervisor or the office within one hour of the start time, the employee shall be subject to disciplinary action. In emergency situations, an employee may call the Maintenance Manager or the Supervisor the night prior to absence.

SENIORITY - ARTICLE 21

21.1 There shall be three types of Seniority:
(a) Authority Seniority
(b) Classification Seniority
(c) Bargaining Unit Seniority

21.2 Authority Seniority is the length of service an employee has with the MHRA.

21.3 Classification Seniority is the length of service an employee has within a particular job classification.

21.4 Bargaining Unit Seniority is the length of service an employee has within the bargaining unit. Bargaining Unit Seniority shall be date of hire for members employed prior to October 1, 1986.

21.5 The MHRA shall establish a seniority list of all types of seniority specified under 21.1, above, and it shall be brought up to date as of October 1st of each fiscal year. A copy of the list shall be mailed to the Union. Any objections to the list as established shall be reported to the Executive Director within twenty (20) working days, or it will stand as approved.

21.6 Until an employee has served the initial 180-day probationary period, it shall be deemed that the employee has no seniority status, and the employee may be discharged or laid off with or without cause, and such discharge or layoff shall not be subject to the grievance procedure.

21.7 The employee's present classification seniority as of the effective date of this Agreement shall be the only type of seniority considered for the purpose of establishing the classification seniority system called for in this Article. This classification seniority must have been continuous in nature to merit consideration under this section. The preparation and maintenance of the classification seniority roster shall be the responsibility of the MHRA, approved by the Union, and is to be part of this Agreement.

21.8 In cases of promotions and transfers within the bargaining unit, Bargaining Unit Seniority shall be the type considered. In the event of a permanent lack of work in any classification, those employees concerned in that classification shall be assigned the next lower classification for which they are qualified and for which they have Bargaining Unit Seniority.

21.9 Authority seniority will be used for benefit calculation contained within this Agreement.

21.10 The names of employees laid off from the bargaining unit will be maintained on a recall list for one (1) year from the date of such layoff and such employees will be offered their job classifications in the event of a recall. If a laid off employee is notified by telephone or by letter sent certified mail to the employee's last known address on the records of the MHRA to report to work, the employee must notify the MHRA within five (5) days of the employee's intention to comply or accept and must report to work within two (2) weeks of such notification or the employee shall cease to have any rights based on seniority and shall be terminated. Recalled

employees who return to work as provided above will be credited with prior length of service for seniority purposes.

TEMPORARY JOB ASSIGNMENTS AND PLUS RATES - ARTICLE - 22

22.1 The MHRA may make temporary promotion(s) or job assignment(s). Where minimum qualifications are met, bargaining unit seniority shall govern. Temporary promotions and job assignments shall normally not exceed thirty (30) days. In the event an extension beyond the thirty (30) days is needed, the Union shall be notified in writing of the specific task still not completed and the length of time expected to complete such remaining task. Such extension(s) shall not be arbitrary or capricious and shall not exceed thirty (30) days. The employee in the temporary promotion or job assignment shall be continued when an extension occurs.

22.2 Employees may be temporarily assigned to work in any position of the same or lower classification without change in rate of pay.

22.3 Employees who accept a temporary assignment or promotion will be compensated for their full eight hour shift on a Plus Rate basis of one pay step (no less than 5% to the nearest whole cent) above their present rate or the entrance rate, whichever is higher, for working in higher level classifications. It is understood that the employee will be responsible for any work assignments related to that higher classification during the period they are upgraded.

STANDBY TIME COMPENSATION - ARTICLE 23

23.1 Standby shall be performed only by Master Electricians, Electricians, Carpenters, Plumber/HVAC, Plumber, Sr. Building Mechanical Technicians, Building Mechanical Technicians and Building and Grounds Custodian III. Employees who perform Standby during their normal off-hours shall be in immediate communication with their Department during the standby period and, under normal circumstances, report to work within one half-hour. Employees who standby shall be paid at the rate of $2.50 per hour for all standby hours.

23.2 There shall be no reduction of the standby rate as defined in the preceding section in the event an employee on standby is called in and reports to work.

23.3 The MHRA agrees to provide employees on call with communication devices, such as paging devices and cell phones. Standby shall be from 4:30 P.M. to 8:00 A.M. Monday through Friday.
Standby for Saturday and Sunday shall be from 8.01 A.M. Saturday to 7:59 A.M. Monday or a total of 48 hours. Standby, for purposes of holidays shall be 24 hours.

23.4 Standby is voluntary with a minimum of seven (7) persons. This shall not change unless there is an illness. There will be a posting where employees who wish to sign up for standby may do so. This posting shall be done once a year. In the event there are not seven (7) volunteers or in the event an employee on the list will be unavailable for a period in excess of sixty (60) days due to illness or injury, the MHRA shall first offer the vacancy to the current eligible on call employees on a rotating basis by seniority then by asking for volunteers among

the eligible classifications. Should the vacancy remain unfilled MHRA may fill such vacancy by reverse bargaining unit seniority among eligible classifications.

23.5 It is acceptable, with notification to the office, for persons on standby to exchange days within their assigned standby weeks. Those employees who perform work orders on an exchange basis, must submit a signed work order. All employees performing standby work on the behalf of another employee must be compensated. The submission of work orders for work which was performed by another employee will not be permitted.

23.6 It is the responsibility of each member on the Standby List to complete all assigned standby or arrange for an eligible substitute including when leaving work during his/her regularly scheduled shift for non-emergency reasons. In the event an employee is absent for a full day due to an illness or emergency or must leave work due to an emergency he/she must notify his/her supervisor.

23.7 Any employee performing standby is limited to eleven consecutive days and a maximum of fourteen days in a thirty-day period.

PROMOTIONS & TRANSFERS - ARTICLE 24

24.1 The MHRA agrees with the concept of upward mobility.

24.2 The MHRA reserves and shall have the right to make promotions and transfers. Where minimum qualifications are met promotions and transfers within the bargaining unit shall be governed by bargaining unit seniority.

24.3 Jobs to be filled through promotion and transfer shall be posted on the MHRA bulletin boards for a period of five (5) working days.

Management shall normally make a disposition of the filling, cancellation or reposting of such posted position no later than 30 working days after the close of the posting period.

24.4 After an award is made of a promotion or transfer the name of the person promoted or transferred shall be posted for five (5) working days following said award.

24.5 Wherever possible, promotions shall be made from the ranks of regular employees who are members of the bargaining unit.

24.6 An employee in the bargaining unit who is absent during the entire posting period shall be automatically placed on the list for consideration for the position(s); provided, however, that such employee may, at his/her discretion, have his/her name removed from the list within five (5) work days of returning to work.

24.7 Job posting shall include job description, rate of pay, the shift and also if the job is permanent with a permanent rating.

24.8 The above procedures shall be followed in all permanent promotions and vacancies. For temporary promotions see Article 22 TEMPORARY JOB ASSIGNMENTS AND PLUS RATES.

24.9 An employee who meets the minimum qualifications and is promoted to a higher level position shall be placed in a probationary status for not to exceed six (6) months in the higher position. The employee shall periodically be evaluated to determine if he/she is performing the job in a satisfactory manner. If an employee is not able to satisfactorily perform the higher level of duties requested, then he/she shall be reduced in status to the same classification, pay grade and pay step as he/she had obtained prior to promotion. In the event that position vacated is not filled within thirty (30) days, or is not being repopulated and/or other positions are not available, all other employee(s) whose position(s) changed due to the promotion shall also return to previous positions and any new hire would be terminated.

PAID HOLIDAYS - ARTICLE 25

25.1 The MHRA agrees that all employees covered by this Agreement shall receive the following holidays:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving Day
Christmas Day

25.2 Employees who are covered by this agreement will receive an additional two (2) floating holidays (Martin Luther King Day and Election Day). MHRA will remain open on these holidays and require ample staff coverage. Employees who work the full 8 hour shift, as provided in Article 25.3 below, on the aforementioned holidays will receive annual leave for the number of regular hours worked on Martin Luther King Day and/or Election Day. There will be no additional compensation for those employees who choose to work on Martin Luther King Day and/or Election Day.

25.3 To be eligible for the Floating Holiday, as defined in Article 25.2, employees must work the full 8 hour shift on those specified holidays.

25.4 Lists shall be generated for days off around the holidays of Thanksgiving and Christmas.

25.5 When an employee is absent due to an on-the job injury or on a five (5) day Physician's note, he/she may either have the time charged as a floating holiday or reschedule the day at a later time.

25.6 If one (1) of the aforesaid holidays falls on a Saturday, it shall be observed on a Friday,

said Friday shall be a paid holiday. If one (1) of the aforesaid holidays falls on a Sunday and is observed on a Monday, said Monday shall be a paid holiday.

25.7 If an employee is absent on authorized sick leave, and a holiday occurs during that leave, the employee will be paid holiday pay, and not charged sick leave, for that day.

25.8 In the event that an employee is required to work on any of said holidays, the employee shall be compensated at the rate of time and one-half (1-1/2) for hours worked, in addition to holiday pay.

25.9 In the event a paid holiday falls during an employee's vacation, the employee shall receive holiday pay and not be charged with vacation pay for that day.

ANNUAL VACATIONS - ARTICLE 26

26.1 Permanent employees who have been in continuous, full time employ of the MHRA will accrue annual days and will be allowed vacations in accordance with the following:

A. Ten (10) work days per year, accumulative at 5/6 day per month, until the completion of three (3) years of continuous employment. (New hires shall not be eligible to use accrued annual days until successful completion of their probationary period unless approval is granted by the Executive Director).

B. Fifteen (15) work days per year, accumulative at 1 1/4 days per month for each completed month of service after completion of the third (3rd) year and continuing at such rate until completion of ten (10) years of continuous employment.

C. Twenty (20) work days per year, accumulative at 1 2/3 days per month for each completed month of service after completion of the tenth (10th) year.

26.2 Selection of vacation periods shall be by classification seniority and shall be granted insofar as possible at the times requested by the employee, in accordance with operating requirements to assure proper coverage of all projects; provided, however, that summer vacation shall not extend beyond two weeks until all eligible persons have had an opportunity to select a summer vacation.

26.3 Annual leave not taken by full-time permanent employees may be accumulated not to exceed thirty (30) working days in addition to that accrued in the current calendar year. Annual Leave will be adjusted to thirty (30) working days effective 12/31 each year.

SICK LEAVE - ARTICLE 27

27.1 Sick leave shall be accumulated at a rate of 1 1/4 days per month and may not exceed 120 days. The adjustment to 120 days will occur at the end of each calendar year.

27.2 An employee shall not be paid for sick leave not taken, with the following exceptions: Eligible employees who met the Authority requirements for retirement, and were hired on or before October 6, 1981, shall be paid for any accrued sick leave, not to exceed 90 days. Eligible employees who meet the Authority requirement for retirement and were hired after October 6, 1981 but prior to October 1, 2007 shall be paid for any accrued sick leave, not to exceed 60 days.

Employees hired after the effective date of the signing of this agreement shall not be eligible for any buyout or payment of any accumulated sick leave.

In the event of an active employee's death, his or her designated beneficiary shall be paid for accrued sick time in accordance with the above entitlements. The beneficiary for is signed upon employment and can be changed by contacting the Business Administration Coordinator.

27.3 Advances of unearned sick leave may be granted at the discretion of the Executive Director or designee, not to exceed 15 working days in one calendar year.

27.4 Employees may use up to 2 days of sick leave to care for a sick relative in the employee's household. These days will count toward the calculation for Personal Days at the end of the calendar year.

27.5 Employees must notify their department head as soon as possible about their illness, the nature of the infirmity and the estimated period of disability. Failure to do so within a reasonable time may be cause for denial of pay for the period of absence.

27.6 Separate from the above, the department manager (or his/her designee) and the Union may request physician verification at any time from employees who use more sick leave than the department average or who have a pattern of abuse. Management and/or the Union will notify employees required to present a physician's verification, at management's expense, by calling the employee at home by 9:30 a.m. on the day of absence.

27.7 An employee eligible for sick leave with pay may use sick leave only for absence due to his/her illness or injury (death or retirement, per personnel policy) and for dental appointments, physical examinations or prescribed treatment by a physician. The Authority shall require a doctor's certificate before approving sick leave with pay for a period of absence of more than five (5) consecutive work days.

27.8 Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one quarter hour.

27.9 During periods of absence for approved paid sick leave the eligible employee shall be entitled to full pay for such period at the regular rate of compensation, provided, however, that hourly employees shall be compensated on the basis of straight time pay not to exceed eight (8) hours per day and not to exceed forty (40) hours per week. No sick leave benefits shall be paid on the basis of time and one-half.

27.10 Employees who are on paid vacation who are hospitalized for injury or illness may, at their option and provided they have sick leave credits accrued, have their vacation time changed to paid sick leave for the period of time they are actually hospitalized.

SICK LEAVE BANK - ARTICLE 28

A Sick Leave Bank shall be established by the MHRA to cover employees in the event of a long-term illness, and shall be administered by the Personnel Committee of the Authority. Each employee wishing to be covered for benefits under the provision of a sick leave bank shall agree to donate one day from the fifteen days he/she is allowed to accrue in a one year period, to be deposited in a Sick Leave Bank, such day to be deducted from the employee's annual sick leave. Members may enroll as soon as they have a sick day to contribute. A member shall become eligible to request extended benefits from a Sick Leave Bank after an incapacitating illness or disability of thirty (30) working days, provided he/she has exhausted all of his/her accrued sick leave and annual leave. Upon presentation of satisfactory medical evidence of disability or illness to the Committee and approval by said Committee, a member may be granted up to thirty additional days of sick leave. Should a member still be disabled after this time, he/she may present his/her case for review one more time. The total number of days in the sick leave bank shall not exceed 120 days.

SPECIAL LEAVE - ARTICLE 29

Special Leave to cover unusual, unforeseen occurrences, which may arise, may be granted at the sole discretion of and under terms and conditions established by the Executive Director or designee.

TRAINING & EDUCATIONAL REIMBURSEMENT - ARTICLE 30

30.1 New employees will be given sufficient training to gain efficiency in their classification. Training remains at Management's discretion. However, the goal of training shall be to benefit the MHRA as well as Bargaining Unit employees. The needs of the Authority and the desires of Bargaining Unit employees will be assessed and discussed. The availability of funds and the need for the continuation of Authority services must be considered in any training program or in the provision of training to any one Bargaining Unit employee.

30.2 Employee training will be the function of every supervisor.

30.3 Educational Incentive Program. An Educational Incentive Program shall be available to interested employees, providing reimbursement of 75% of the cost of tuition, books and materials, up to a maximum of $2,000 per employee, per year, within budgeted amount, for job related courses designed to advance skills or knowledge of the employee in the performance of the employee's services to the MHRA or as part of a career development program. For reimbursement, the employee would have to complete the course successfully. Employees who voluntarily leave the MHRA before the course is completed shall not be reimbursed.

30.4 Any employee successfully completing a program which is reimbursed in part by the MHRA is expected to remain in the employ of the MHRA for at least twelve (12) months following said completion, excluding disciplinary removal. Failure to do so will require a refund to the Authority of all amounts paid on a pro-rata basis.

EMPLOYEE WELLNESS DAYS - ARTICLE 31

Employees who have used six or fewer days of sick leave during a calendar year shall be granted up to a total of five (5) wellness days. Two (2) wellness days (sixteen (16) annual leave hours) are given outright. Employees granted the two (2) wellness days have the additional option to convert three (3) accumulated sick days (twenty-four (24) hours) to annual leave.

CLOTHING ALLOWANCES - ARTICLE 32

32.1 The MHRA will supply each new employee, after the completion of the probationary period, five (5) pairs of pants. These will include any combination unlined Dickies style pant, felt or fleece lined Dickies style pant, unlined denim pant, felt or fleece lined denim pant. Six (6) button up shirts. These will include in any combination short or long sleeves. Two (2) sweatshirts, one (1) summer weight jacket, one (1) winter weight jacket designed for liner insert with liner, five (5) summer t-shirts. These will include in any combination the colors of tan, navy blue, and gray.

32.2 Shirts and jackets are to have appropriate departmental emblem affixed. Each employee will maintain his or her own uniforms and must replace damaged or lost uniforms, at the employee's own expense, unless it can be proven that any such damage or loss was incurred in the line of duty. Uniforms will be worn by employee during working hours - not otherwise.

32.3 Rain gear will be available as needed.

32.4 Work gloves will be provided, as determined by the Facilities Maintenance Manager to be required, and replaced on a direct exchange basis as needed.

32.5 As a safety requirement, Bargaining Unit employees are required to wear work boots or work shoes in performing all duties of their positions except in the case of foul weather. In these cases, "sorrel-type" boots or rubber pullovers for work boots that are purchased by employees may be worn for warmth and dryness. Bargaining Unit employees will have an annual work boot or work shoe allowance of up to $100 each calendar year. Employees must submit proof of purchase to the Facilities Maintenance Manager who will approve the actual amount paid, up to $100, to be reimbursed.

Work/construction type work boot, ankle work boot or work shoes with hard soles and leather uppers will be considered acceptable. (Examples are Dunham, Timberline, Dexter, Thinsulate, etc.)

Required footwear will be in compliance with State regulations and MHRA.

During the probationary period, safe and appropriate footwear must be worn. This will be explained to new employees and be presented as a condition of employment. New employees will be eligible for work boots, ankle work boots or work shoes reimbursement upon completion of the probationary period and annually, thereafter.

Employees, who report to work without the appropriate footwear will not be allowed to start working, but will be sent home to obtain proper footwear. At the employee's option, time lost will be considered unpaid or annual leave, if available.

*MHRA requirements are as stated above.

32.6 Upon separation from employment, all items furnished by the MHRA (except boots) shall be returned to the MHRA or the replacement cost will be paid by the individuals.

LUNCH AND COFFEE BREAKS - ARTICLE 33

Lunch or meal periods shall be an unpaid one-half (1/2) hour to be set by the Supervisor. A morning and afternoon paid coffee break of fifteen (15) minutes maximum duration shall be granted by the Supervisor, but no such break need be granted during periods of emergency operation affecting the health, safety, and welfare of the Employer's tenants.

TIME CLOCKS - ARTICLE 34

The MHRA maintains its right to install time clocks, if it so desires.

UNION CONVENTION ATTENDANCE - ARTICLE 35

One Bargaining Unit person will be approved to attend the Union convention for up to one day per year.

DISCIPLINARY PROCEDURES - ARTICLE 36

36.1 All disciplinary actions shall be in a fair manner and shall be consistent with the infractions for which disciplinary action is being taken.

36.2 All suspensions and discharges shall be stated in writing and the reasons stated, and a copy given to the employee(s) and the Union within five (5) work days from the date of suspension or discharge.

36.3 If the Department does not follow Section 36.2 above in the case of suspension, then it shall be deemed that the suspension is without merit. When Section 36.2 above is not followed in the case of a discharge, said discharge shall be changed to a two (2) week suspension which shall be grievable.

36.4 Disciplinary actions will normally be taken in the following order:

1. Oral Warning
2. Written Warning
3. Suspension without pay
4. Discharge

36.5 However, the above sequence need not be followed if the severity of the infraction warrants a higher level of discipline.

36.6 No employee shall be penalized, disciplined, suspended or discharged without just cause.

36.7 The Personnel Record of an employee will be cleared of oral reprimands after a period of 18 months from the date of reprimand, provided there are no additional infractions committed during the intervening period. The clearance will be made by the MHRA only at the written request of the affected employee.

36.8 The Personnel Record of an employee will be cleared of written reprimands after a period of three (3) years from the date of the reprimand, provided there are no additional infractions committed during the intervening period. The Personnel Record of an employee will be cleared of suspension notices after a period of three (3) years from the date of suspension, provided there are no additional infractions committed during the intervening period. The clearance will be made by the MHRA only at the written request of the affected employee.

DRUG FREE WORKPLACE POLICY - ARTICLE 37

The Union agrees to abide by the MHRA Drug Free Workplace Policy.

RISK CONTROL POLICY - ARTICLE 38

38.1 The safety and well being of the residents and employees of the MHRA are of the utmost importance. Risk management procedures will be established and maintained to ensure that the highest level of safety is provided for all.

38.2 It is the intention of the MHRA to abide by applicable laws and regulations, which govern the health and safety of employees, residents, visitors and property. Risk control techniques and methods will be employed where feasible to prevent or control losses which may threaten the health and well being of those the MHRA serves.

38.3 Risk control is the responsibility of all levels of the MHRA. Management and staff shall make all efforts feasible to ensure that the optimal level of safety is provided. Through the continued administration of this risk control policy and the cooperation and support of staff and residents, the MHRA will make risk control a priority.

38.4 All automobile accidents and accidents or injuries involving residents or visitors, no matter the severity, should be reported immediately to supervisors and the Business Administration Coordinator.

38.5 Employee injuries must be reported as soon as possible to the appropriate supervisor and the Business Administration Coordinator.

38.6 Any dangerous situations or practices should be reported to your supervisor and the Business Administration Coordinator.

GRIEVANCE PROCEDURE - ARTICLE 39

39.1 A grievance is defined as a claim or dispute arising out of the application or interpretation of this Agreement, under express provisions of this Agreement, and shall be processed in the following manner.

39.2 Employees who believe they have a grievance should request permission to call the Union Steward. Such permission shall not be unreasonably denied. After obtaining supervisor approval, the Union Steward will meet with the employee at the employee's workstation.

39.3 Employees who believe they have a grievance are not to leave their workstation without permission nor refuse to perform assigned duties unless those duties are in violation of public policy or law or considered dangerous to the employee or others.

39.4 Step I: Within seven (7) work days of the incident leading to grievance, the individual shall approach the Maintenance Manager and involved supervisor (if applicable), identify the problem and what part of the Agreement was violated, and attempt to reach an oral agreement. If an oral agreement can not be reached, then:

39.5 Step II: The grievance is reduced to writing within seven (7) working days after the meeting with the involved supervisor specifying the grievant(s), the Article(s) violated, the nature of the allegation and the relief sought, signed by the employee and the Union and presented to the Housing Standards Director. (If the Housing Standards Director was involved in the incident and is present during Step I, the grievance should proceed to Step III.) Within seven (7) work days of receiving the grievance, the Housing Standards Director shall schedule a meeting, not to last more than one hour to hear the grievance. Within seven (7) work days of the grievance being presented, the Housing Standards Director shall respond in writing.

In the event the employee and the Union are not in accord with the disposition by the Housing Standards Director, then:

39.6 Step III: The Union, within seven (7) work days of receiving the written response from the Housing Standards Director, may notify the Executive Director, in writing, of the grievance. The Executive Director shall, within seven (7) work days, schedule a meeting to hear the grievance. Within seven (7) work days after the grievance has been heard, the Executive Director will notify the Union in writing of his/her disposition of the grievance.

In the event that the employee and the Union are not in accord with the disposition of the grievance by the Executive Director, then:

39.7 Step IV: The Union, within seven (7) working days of receiving the written response from the Executive Director, may notify the MHRA Commissioners, in writing, of the grievance. The MHRA Commissioners shall, within twenty (20) working days, have the grievance presented to them. Presentations shall be limited to fifteen (15) minutes per side to present and five (5) minutes to rebut. Additional information may be presented in writing, if necessary. Within fifteen (15) working days after presentation, the MHRA Commissioners will notify the Union, in writing, of their disposition of the grievance.

In the event that the employee and Union are not in accord with the disposition of the grievance by the MHRA Commissioners, then:

39.8 Step V: The parties hereto agree that any grievance which involves the interpretation or application of specific provisions of this Agreement shall be settled by arbitration. If the parties can not mutually agree upon an arbitrator within ten (10) work days, the parties shall submit such grievances to the New Hampshire Public Employee Labor Relations Board and to abide by the rules and procedures set forth by said Board. Determinations and decisions set forth by the said Association shall be final and binding upon the parties. All costs submitted by the New Hampshire Public Employee Labor Relations Board are to be shared equally by the parties. Any grievance, which is not submitted to arbitration under this Step V within ninety (90) working days after receipt of the written decision of the Executive Director, Step V shall be deemed waived.

39.9 Presentation of grievances, if done during working hours, shall not result in loss of straight time pay to either the Steward or the aggrieved employee involved. No overtime or any other premium shall be paid for time spent in such presentations.

39.10 The Steward shall not leave his regularly assigned work to investigate a grievance without first obtaining approval of his/her superior.

39.11 The Steward shall be allowed time off with pay during his/her regular shift hours for investigating grievances. The name of the employee selected as Steward and the names of other Union Representatives who may represent employees shall be certified in writing to the Employer by the local Union.

39.12 In the event an employee is discharged, demoted or suspended, the Union may request a hearing before the Executive Director and Steps I and II of the grievance procedure will be waived. Such request must be made in writing within seven (7) work days from the date of such discharge, demotion or suspension and the Executive Director must grant said hearing within seven (7) work days from the date the request is received. If the grievance is not resolved to the satisfaction of both parties, Step IV and V of the grievance procedure may be utilized.

39.13 The times for taking action stated above may be extended by mutual consent, in writing, but all of the steps of this procedure shall be handled as expeditiously as possible with a view to promoting and maintaining complete harmony. Requests of either party for extensions of time shall not be unreasonably denied.

39.14 The arbitrator(s) shall have no authority to add to, subtract from or modify the provisions of this Agreement.

INSURANCE - ARTICLE 40

It is agreed that the Authority will keep in effect for members of the Bargaining Unit the same insurance and retirement benefits as it provides to its other employees throughout the term of this Agreement.

Bargaining Unit employees will be eligible for health care benefits the first of the month following one full month of employment.

MHRA will provide the opportunity for Bargaining Unit employees to purchase insurance provided by the Union through payroll deductions.

PERSONS ALSO COVERED - ARTICLE 41

If an employee retires or leaves due to disability prior to the Agreement being signed, that employee will receive any retroactive pay due.

WAGES - ARTICLE 42

Wage Rates effective October 1, 2007 to be listed for each category. Wage adjustments effective annually, effective October, 1, 2008 and 2009 respectively shall be published when established in accordance with the following:

The cost of living adjustment announced by the Board of Commissioners annually prior to and in conjunction with the budget submission shall apply to Unit members and shall be effective October 1 of each year during the term of this agreement. (Unadjusted and adjusted rates will be published each year as an addendum to the CBA.)

MAINTENANCE WAGE SCHEDULE

Title	Unadj Rates 10/01/06 to 09/30/07	Adj Rates 10/01/06 to 09/30/07
Master Electrician	22.74	21.55
Plumber/HVAC	22.74	21.55
Electrician	21.65	20.52
Carpenter	21.24	20.13
Plumber	21.65	20.52

Sr. Bldg Mech	21.65	20.52
Bldg Mech Tech	20.91	19.82
Bldg & Grnds III	19.84	18.81
Bldg & Grnds II	18.49	17.53

(Unadjusted rates multiplied .94786 for adjusted rates)

MERIT BONUS

In the event the Board of Commissioners approve a merit bonus, members of the Union shall receive an allocation for funds for distribution in equal payments to eligible Unit employees to be determined as follows:

Total base payroll of eligible Unit employees	÷	Total base payroll of all eligible Authority employees	= Percentage times base dollars allocated for non-represented employees

For purposes of this provision, eligible employees shall be defined as employees on roll as of December 31st of the year prior to the declaration of a merit bonus and who have completed one (1) year of service as of December 31st of the applicable calendar year. Employees hired after December 31st of the applicable calendar year shall receive such merit bonus on a prorata basis in accordance with MHRA policy.

LONGEVITY SCHEDULE - ARTICLE 43

Longevity increases are based upon an employee's continuous length of service at MHRA and are added to an individual's base rate on his/her anniversary date as shown below:

After 5 years - .60 per hour
After 10 years - .65 per hour
After 15 years - .70 per hour
After 20 years - .75 per hour
After 25 years - .80 per hour
After 30 years - .85 per hour
After 35 years - .90 per hour
After 40 years - .95 per hour

LOADER RATE - ARTICLE 44

Employees who operate the loader for a minimum of one hour of continuous use will receive an additional $.75 per hour. The decision of which classifications or individuals operate the loader

will be at Management's sole discretion and will not necessarily follow seniority or any other prescribed process.

HARASSMENT STATEMENT – ARTICLE 45

The Authority will not tolerate the harassment of any employee or customer on the basis of sex or any unlawful basis. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- such conduct has the purpose or effect of unreasonable interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome behavior emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

This policy prohibits all of the activities discussed above, whether engaged in by a supervisor, agent of the Authority, co-worker, or non-employee who is on our premises or who comes in contact with the Authority's employees.

Sexual harassment is a violation of the Authority's policy and is prohibited by state and federal law. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees who believe they are being harassed are encouraged to let the person engaging the conduct know how they feel, but they are not required to do so. An individual that believes that he or she has been subjected to unlawful harassment should report the incident in accordance with the Reporting Procedure contained in this handbook. The matter will be promptly investigated and appropriate action will be taken, depending on the nature and severity of any proven incident.

Retaliation against an employee who complains in good faith about sexual and other unlawful harassment is a violation of the Authority's policy and is prohibited by state and federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment.

REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT AND DISCRIMINATION

1. Any employee who feels that he or she is the victim of sexual or other harassment should report the act immediately to their supervisor. If you prefer not to discuss the matter with your supervisor, you may report the incident directly to the Executive Director.

2. Supervisors who become aware of harassing conduct and/or a complaint of harassment must report the conduct and/or complaint immediately to the Executive Director.

3. The Authority will investigate every reported incident immediately. Any employee, supervisor or agent of the Authority who has been found to have sexually or unlawfully harassed another employee may be subject to appropriate disciplinary action, up to and including immediate discharge. The complainant may be informed of the outcome of the investigation.

4. The Authority will conduct all investigations in a discreet manner. All complaints will be considered confidential and disclosure will be limited to those with a need to know in order to investigate the complaint. We recognize that every investigation requires a determination based on all of the facts in the matter.

5. Any employee, including the complaining employee, who participates in good faith in any investigation under this policy has our assurance that no reprisals will be taken as a result of a complaint of sexual or unlawful harassment. It is our policy to encourage the reporting of complaints to help protect others from being subjected to similar inappropriate behavior.

WORKPLACE VIOLENCE STATEMENT – ARTICLE 46

The Authority has a strong commitment to ensuring a safe workplace for all employees. The Authority will not tolerate violent or threatening behavior by any employee, resident, participant or visitor. Any employee who feels that there has been, or that there is the potential for, an incident of violence in the workplace or on any Authority property, is encouraged to report the incident immediately to the Business Administration Coordinator, the employee's immediate supervisor, department head or any member of management, in accordance with the reporting procedure outlined in Article 45 above. In emergency situations, employees should immediately dial 911.

Violence in the workplace includes, but is not limited to, physical assault, destruction of property, harassment, intimidation, threats of harm or to endanger safety, threats to destroy property, robbery, suicide, and murder. Therefore, in keeping with the Authority's Harassment Policies and various work rules established by the Authority from time to time, engaging in or aiding someone to engage in any type of violence, harassing or threatening conduct while on Authority property, while conducting Authority business, while using Authority equipment or property, or while acting as a representative of the Authority, is prohibited.

Employees must also follow all security-related procedures implemented by the Authority to protect the safety and security of its residents, employees and visitors.

JOB DESCRIPTIONS – ARTICLE 47

Job descriptions for the job titles referenced in the Maintenance Wage Schedule - Article 42 are attached to this agreement as Addendums 1-9. Management reserves, with the approval of the Executive Director, the sole right to amend any above-reference job descriptions or to create job descriptions of any new position. In the event that any job description is amended or new position is created by the Authority, the Authority shall give the Union advanced notice and the opportunity to bargain the impact prior to implementation. New job descriptions developed as a result of this procedure shall be incorporated into the agreement as an addendum.

TERM OF AGREEMENT - ARTICLE 48

This Agreement shall govern the rights of the parties from October 1, 2007 until September 30, 2010. It shall automatically be extended for successive one-year periods unless either party shall give the other written notice of its desire to negotiate a new Agreement at least one hundred and twenty (120) days prior to September 30, 2010. Negotiations shall begin as promptly as possible following notification of a party's desire to negotiate a new Agreement.

IN WITNESS WHEREOF, the Employer has caused this Agreement to be executed by its Executive Director thereunto duly authorized as of the day and year first above written and the Union has caused this instrument to be signed by its Chairman and the Council representative, thereunto duly authorized as of the day and year first written.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

Signed in Presence Of:

By: Its Executive Director
Dick Dunfey

10-2-07
Date

LOCAL 298, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

By: Its Chairman

By: Negotiating Team Member

By: Negotiating Team Member

By: Its Council Representative

Date

ADDENDUM 1

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **BUILDINGS AND GROUNDS CUSTODIAN II**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of Building and Grounds Custodian II. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives, related to the primary scope of this position.

JOB BRIEF: Under general supervision performs general maintenance, painting, cleaning, and janitorial duties. Performs work that may involve the operating of motorized equipment, heavy lifting, climbing of ladders, using staging and may serve as a lead man on a shift. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The B & G II will carry out assigned duties in a safe manner and perform related work as required.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give a good indication of the range of different duties. Any single position in a class will include tasks that are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

The Building & Grounds Custodian II in some circumstances will have lead person responsibilities for other custodians.

Performs routine minor preventive maintenance on equipment, buildings and facilities as required by specifications, such as oiling, filter replacement, fan belt replacement.

Discusses problem areas with Manchester Housing and Redevelopment Authority officials.

Request, issue, and distribute operational supplies as required.

Reports fuel and supply inventory levels as needed.

Performs patching, prepping, painting in Manchester Housing and Redevelopment Authority buildings as directed.

Serves as building security officer during normal work shifts, performs security functions including locking doors and windows, turning lights and other utilities off when not in use, reporting fire and safety hazards as required; reports incidents of vandalism to appropriate personnel.

Participates in snow removal, grounds maintenance and emergency situations.

Monitor and perform routine preventive maintenance as directed, on lawn mowers, mowing equipment, power blowers, chain saws, weed whackers, etc.

Performs related duties as assigned.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED) and three years of custodial and/or landscaping maintenance, painting experience or an equivalent combination of training and experience.

Equipment Requirement:	Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.
Work Hours:	40 hours per week and available for over time as circumstances warrant for emergency situations.
Equipment/Machinery/Tools:	Power driven equipment for snow removal and ground maintenance, operates motor vehicles. An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, posthole diggers, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders.
Mechanical Equip.	Mowers, power/snow blowers, chain saws, etc.
Measuring Devices	Tape measures/rulers etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine landscaping maintenance, paint, pick up tools and needed equipment.
Climb Stairs	Carry equipment, tools, paint to 2nd (+) floor (s) of properties.
Push or Pull	Move equipment, appliances, shovels, snow blowers, open and close doors, mops, etc.
Reach Above Shoulder	Perform routine maintenance, paint, stock and remove equipment, parts, etc.
Climb Ladders	Perform routine lighting maintenance and painting, etc.
Grasp/Grip/Turning	Handle tools and equipment, perform routine landscaping maintenance/repairs.
Finger Dexterity	Handle tools/equipment, perform routine maintenance/repairs.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required unit turn over reports. etc.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from co-workers. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, vendors and residents. Must use listening skills to monitor needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, vendors and residents.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Must be able to maintain a valid NH driver's license

WORKING ENVIRONMENT:

Could be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the B & G II must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **BUILDINGS AND GROUNDS CUSTODIAN III**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of Building and Grounds Custodian III. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under direction, performs semi-skilled maintenance, painting, cleaning and janitorial duties in maintaining Manchester Housing and Redevelopment Authority buildings and grounds. Performs work that may involve operating motorized equipment, heavy lifting, climbing of ladders and using staging. May serve as a lead man for a group of custodial workers on a shift. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The B & G III will carry out assigned duties in a safe manner and perform related work as required

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give good indication of the range of different duties. Any single position in a class will include tasks, which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

The Building & Grounds Custodian III may exercise supervisory and lead person responsibilities for other custodians as requested by management and has custodial responsibilities for Manchester Housing and Redevelopment Authority properties.

Performs cleaning and maintenance tasks in assigned areas; coordinates work assignments of subordinate custodians as requested by management.

Recommends custodial and grounds improvement requirements with Maintenance Manager.

Request and issue custodial and maintenance supplies, maintains records and reports, inventory levels of fuel and supplies as required.

Performs routine electrical, mechanical and plumbing repairs/replacement (no new installation).

Help coordinate needed repairs and services. Assists co-workers as required to meet deadlines.

Removes and transfers heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Completes required patching, prepping, painting and cleaning in Manchester Housing and Redevelopment Authority buildings as needed or directed.

Performs routine maintenance/repairs on HVAC, mechanical and electrical equipment at assigned facility.

Participates in snow removal, grounds maintenance and emergency situations.

Repairs and/or replaces screens and window/door lock (s); makes keys.

Performs related duties as assigned.

Monitor and perform routine preventive maintenance, as directed, involving the following:

* Electrical and plumbing (including water lines).
* A/C and heating systems.
* Appliances (when applicable).
* Stairs, gates, fences, patios, railings.
* Tile, carpet, flooring.
* Roofing, gutters, fasteners.
* Interior/exterior lights.
* Gas fixtures and appliances (where applicable).
* Shutters, doors, cabinets, windows, sliding glass doors.
* Boilers, gas and electric.
* Door locks, P.O. boxes and locks.

* Security systems (where applicable).
* Be knowledgeable of inventory levels of spare parts and supplies and reports shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED) and four years of custodial and/or landscaping maintenance, painting experience, facility maintenance, or an equivalent combination of training and experience.

Equipment Requirement: Required to wear goggles when working with specific equipment; wear masks and gloves and other safety equipment as tasks dictate.

Work Hours: 40 hours per week and available for over time as circumstances warrant for emergency situations.

Equipment/Machinery/Tools: Power driven equipment for snow removal and grounds maintenance, operates motor vehicles. An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, posthole diggers, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders, etc.
Mechanical Equip.	Motors, pumps, electrical and hand powered augers, minor boiler controls, intercoms, mowers, power blowers, etc.
Measuring Devices	Testing meters/gauges, tape measures, rulers etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine landscaping, maintenance/repairs, pick up tools and needed equipment.
Climb Stairs	Carry equipment, tools, paint supplies to 2nd (+) floor (s) of properties.
Push or Pull	Move equipment, appliances, open/close doors, mops, brooms, and snow blowers, etc.
Reach Above Shoulder	Perform routine maintenance, paint, stock or remove equipment, parts, etc.
Climb Ladders	Perform routine maintenance repairs, paint, etc.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance and repairs.
Finger Dexterity	Handle tools, equipment, perform routine maintenance and repairs.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required unit turn over reports and work orders, etc.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from co-workers. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, vendors and residents. Must use listening skills to monitor needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, vendors and residents.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies from vendors. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Could be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the B & G II must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

REASONING DEVELOPMENT:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **CARPENTER**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of CARPENTER. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of this position.

JOB BRIEF: Under minimal supervision, performs skilled rough and finished carpentry work in making/repairing wooden articles and structures within the Manchester Housing and Redevelopment Authority; performs related work as required. May serve as lead person in the performance of duties, provide instruction and oversees work being performed by others. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The Carpenter will carry out assigned duties in a safe manner and perform related work as required.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give good indication of the range of different duties. Any single position in a class will include tasks, which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

Manufactures, repairs and/or replaces all building components which generally require journeymen/trade carpentry skills.

Lays out, cuts, fits and joins lumber or other similar materials.

Installs/repairs window frames, sashes and/or windows.

Saws, fits, and installs exterior/interior trim work.

Lays finish flooring and installs floor tiles.

Installs interior fittings such as cabinets, shelving, bookcases and hangs doors.

Builds porches, stairways, walls, and small structures.

Performs major drywall repairs and ceiling replacement.

Serve as lead person in the performance of duties, provide instruction and oversee work being performed by others, as directed by management.

Erects temporary structures such as concrete forms, scaffolding, runways and concrete pouring chutes.

Inspects buildings and other structures to determine needed repairs/materials.

Maintains and repairs furniture and wooden parts of buildings such as screens, doors, handrails, frames, steps and stairways.

Participates in snow removal, grounds maintenance and emergency situations.

Ensures all work is performed in accordance with applicable codes and safety rules.

Schedules and performs routine preventive maintenance on all appropriate equipment and maintains all tools in excellent condition.

Help coordinate repairs and services. Assists coworkers as required to meet deadlines.

Help remove, install or transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be aware of all meter shut-off (s) and sewer clean-outs.

Performs work area clean up and safety related duties.

Performs related duties as assigned.

Monitors and perform routine preventive maintenance/repair, as directed, involving the following:

* Stairs, gates, fences, patios, railings.
* Shutters, doors, cabinets, windows, sliding glass doors.

* Door locks, P.O. boxes and locks.
* Security systems (where applicable).
* Change locks and make keys.
* Be knowledgeable of inventory levels of spare parts/supplies and report shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. diploma or equivalent (GED) and completion of an approved apprenticeship program or an equivalent combination of training and experience. Good knowledge of the standard practices, methods, processes, materials, machines and tools of the trade. Good knowledge of carpentry construction work and skill in the performance of such work. Good knowledge of the qualities and uses of various woods employed in carpentry construction and repair.

Equipment Requirement: Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.

Work Hours: 40 hours per week and available for over time as circumstances warrant for emergency situations.

Equipment/Machinery/Tools: Power driven equipment for snow removal and grounds maintenance, operates motor vehicles. An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various chisels, hammers, grips, saws, sledgehammers, clamps, snips, etc.
Power Tools	Grinders, sanders, drills, planers, power saws etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers,
Measuring Devices	Tape measures, rulers, chalk lines, testing meters/gauges, etc

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, painting, pick up tools/needed equipment, etc.
Climb Stairs	Perform service request, bring carpentry supplies to 2nd (+) floor (s) of properties, etc.
Push or Pull	Move equipment, snow blowers, appliances, painting, open and close doors, etc.
Reach Above Shoulder	Perform routine maintenance and/or repairs, painting stock and remove equipment, parts, etc.
Climb Ladders	Perform routine maintenance and repairs.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance/repairs.
Finger Dexterity	Handle tools and equipment, perform routine maintenance and repairs.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports and work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from co-workers. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, residents and vendors. Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc.

Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

A Carpenter may be exposed to herbicides, pesticides, acids, fuels, paints, solvents, and hydraulic fluids. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the Carpenter must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

High. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: ELECTRICIAN

REPORTS TO: MAINTENANCE MANAGER

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of ELECTRICIAN. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under direction, performs skilled electrical duties related to the repair and maintenance of electrical and mechanical facilities. May assist the Master Electrician and/or can serve as lead person in the performance of electrical duties, provide instruction and oversee work being performed by others. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The Electrician will carry out assigned duties in a safe manner and perform related work as required.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give good indication of the range of different duties. Any single position in a class will include tasks, which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

Repairs and maintains electrical and mechanical equipment to ensure proper operation.

Troubleshoots electrical equipment when necessary.

Repairs and maintains telephone systems.

Installs computer /cable TV cable.

Adds to and modifies present electrical systems.

Lends technical advice related to electrical field.

Reviews electrical prints and submittals.

Assist and/or engineer and coordinate small electrical contracts with contractors and utility companies.

Installs, repairs and maintains fire alarm systems.

Participates in snow removal, grounds maintenance and emergency situations.

Ensures all work is performed in accordance with applicable codes and safety rules.

Schedules and performs routine preventive maintenance on all appropriate equipment. Inspects and maintains all tools in excellent condition.

Help coordinate needed repairs and services. Assists coworkers as required to meet deadlines.

Remove and/or transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be aware of all shut-off (s) and sewer clean-outs.

Performs work area clean-up and safety related duties.

Performs related duties as assigned.

Monitor and perform routine preventive maintenance/repair, as directed, involving the following:

* Electrical systems.
* A/C and heating systems.
* Appliances (when applicable).
* Interior/exterior lights.
* Gas fixtures and appliances (where applicable).
* Boiler, gas and electric.
* Door locks.
* Security systems (where applicable).
* Reports all major repairs and need requisitions to appropriate personnel.
* Be knowledgeable of inventory levels of spare parts/supplies and inform management of shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license and possession of valid State of New Hampshire Journeyman's Electrical License.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED) and completion of an approved apprenticeship program or an equivalent combination of training and experience. Two or more years of related electrical experience.

Equipment Requirement: Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.

Work Hours: 40 hours per week and available for over time as circumstances warrant for emergency situations.

Equipment/Machinery/Tools: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers, boiler controls, intercoms etc.
Measuring Devices	Calipers, voltmeters, ohmmeters, testing meters/gauges, etc.

PHYSICAL REQUIREMENTS

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, pick up tools and needed equipment.
Climb Stairs	Perform work orders, electrical needs for 2nd (+)

	floor properties (s), etc.
Push or Pull	Move equipment, appliances, snow blowers, open and close doors, etc.
Reach Above Shoulder	Perform routine maintenance/repairs, paints, stock and remove equipment, parts, etc.
Climb Ladders	Perform lighting repairs, maintenance repairs, painting, etc.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance/repairs.
Finger Dexterity	Handle tools and equipment, perform routine maintenance and repairs.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports/work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from co-workers. Constant need to see small detail when performing electrical and/or routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS

Constant need (66% to 100% of the time) to communicate with co-workers, residents and vendors. Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

An Electrician may be exposed to herbicides, pesticides, acids, fuels, paints, solvents, and hydraulic fluids. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the Electrician must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

High. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

ADDENDUM 5

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **MASTER ELECTRICIAN**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of MASTER ELECTRICIAN. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under limited direction, performs highly skilled electrical duties related to the repair and maintenance of electrical and mechanical facilities in Manchester Housing and Redevelopment Authority buildings/facilities. Can serve as lead person in the performance of duties, provide instruction and oversee work being performed by others. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The Master Electrician will carry out assigned duties in a safe manner and perform related work as required.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give a good indication of the range of different duties. Any single position in a class will include tasks which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

Repairs and maintains electrical and mechanical equipment to ensure proper operation.

Obtains required Electrical Permits when needed.

Troubleshoots electrical equipment when necessary.

Repairs and maintains telephone systems.

Installs computer/cable TV cable.

Adds to and modifies present electrical systems.

Lends technical advice related to electrical field.

Reviews electrical prints and submittals.

Engineer & coordinate small electrical contracts with contractors and utility companies.

Installs, repairs and maintains fire/burglar alarm systems.

Participates in snow removal, grounds maintenance and emergency situations.

Ensures all work is performed in accordance with applicable codes and safety rules.

Schedules and performs routine preventive maintenance on all appropriate equipment and inspects/maintains tools in excellent condition.

Help coordinate all needed repairs and services. Assists coworkers as required to meet deadlines.

Remove and/or transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be aware of all shut-off (s) and sewer clean-outs.

Performs work area clean up and safety related duties.

Performs related duties as assigned.

Monitor and perform minor and routine preventive maintenance/repair, as directed, involving the following:

* Electrical lines and plumbing components.
* A/C and heating systems.
* Appliances (when applicable).
* Interior/exterior lights.
* Gas fixtures and appliances (where applicable).
* Boiler, gas and electric.
* Door locks.
* Security systems (where applicable).
* Reports all major repairs and needed requisitions to appropriate personnel.

* Be knowledgeable of inventory levels of spare parts/supplies and inform management of shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid NH driver's license and possession of valid State of New Hampshire Master Electrical License.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED) and three or more years of related experience in electrical field.

Ability to diagnose and troubleshoot heating, ventilating and air conditioning electrical systems; ability to read and understand sketches, blueprints and oral and written instructions

Equipment Requirement:	Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.
Work Hours:	40 hours per week and available for over time as circumstances warrant for emergency situations.
Equipment/Machinery/Tools:	An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, posthole diggers, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders, etc.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers, boiler controls, intercoms etc.
Measuring Devices	Calipers, voltmeters, ohmmeters, testing meters/gauges, etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, pick up tools and needed equipment.
Climb Stairs	Perform electrical repairs, carry equipment/supplies to 2nd (+) floor (s) of properties.
Push or Pull	Move equipment, appliances, open and close doors, operate snow blowers, etc.
Reach Above Shoulder	Perform routine maintenance/repairs, stock and remove equipment, parts, etc.
Climb Ladders	Perform lighting maintenance/repairs, run electrical lines and/or cable wires, etc.
Grasp/Grip/Turning	Handle tools/equipment and supplies, perform routine maintenance repairs, etc.
Finger Dexterity	Handle tools and equipment, perform routine maintenance and repairs, etc.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports/work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from staff. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS

Constant need (66% to 100% of the time) to communicate with co-workers, residents and vendors.

Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

A Master Electrician may be exposed to herbicides, pesticides, acids, fuels, paints, solvents, and hydraulic fluids. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the Master Electrician must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

High. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **BUILDING MECHANICAL TECHNICIAN**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of BUILDING MECHANICAL TECHNICIAN. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under direction, performs semi skilled to skilled work related to corrective and preventive maintenance, repairs and restorations of heating, ventilating, central air conditioning, plumbing, mechanical and related utility systems in Manchester Housing and Redevelopment Authority buildings and facilities. Performs work involving heavy lifting, climbing of ladders and using staging, performs related work as required. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The Building Mechanical Technician will carry out assigned duties in a safe manner and perform related work as required.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give good indication of the range of different duties. Any single position in a class will include tasks, which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting).

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

The Building Mechanical Technician is expected to complete a wide variety of semi-skilled to skilled work related to corrective adjustment, repairs and/or replacement of mechanical, plumbing and heating equipment in Manchester Housing and Redevelopment Authority buildings/facilities; this requires a broad range of pipefitting, plumbing, incidental electrical, mechanical and related skills.

Troubleshoots repairs and replaces defective components and assemblies on boilers and heating systems. Completes water treatment services or other boiler efficiency tests and calibrates controls.

Troubleshoots, repairs and replaces defective components and assemblies on plumbing systems to include toilets, sinks, showers, faucets, defective water supply and waste systems and related components.

Replaces motors, controls, assemblies and components of the heating, ventilating and air conditioning systems.

Performs scheduled maintenance of heating, plumbing, ventilating, air conditioning systems, and maintenance equipment within capabilities and as required by maintenance manuals.

Completes and maintains reports/work request as required.

Participates in snow removal, grounds maintenance and emergency situations.

Schedules and performs routine preventive maintenance on all appropriate equipment as directed. Inspects and maintains all tools in excellent condition.

Help coordinate needed repairs and services. Assists co-workers as required to meet deadlines.

Remove and/or transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be knowledgeable of utility cut-off (s) and sewer clean-outs.

Performs work area clean-up and safety related duties.

Repairs and/or replaces screens and window/door lock (s); makes keys.

Performs related duties as assigned.

Monitor and perform routine preventive maintenance/repair, as directed, involving the following:

* Electrical and plumbing (including water lines).
* A/C and mechanical systems.

* Boilers, gas and electric.
* Gas fixtures and appliances (where applicable).
* Water/holding tanks, gas and electric.
* Plumbing fixtures, i.e. toilets, sinks, faucets and supply lines.
* Water/sewer lines.
* Appliances (when applicable).
* Stairs, gates, fences, patios, railings.
* Interior/exterior lights.
* Shutters, doors, cabinets, windows, sliding glass doors.
* Door locks, P.O. boxes and locks.
* Security systems (where applicable).
* Door locks and keys.
* Be knowledgeable of inventory levels of spare parts/supplies and report shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED), or technical school or apprenticeship supplemented by two years of experience in the mechanical, building or plumbing trades as related to the plumbing, heating, ventilation and air conditioning fields, or an equivalent combination of education and training.

Good knowledge of tools, materials, practices and techniques pertaining to plumbing, heating, air conditioning/ventilation repair, maintenance and restoration; good knowledge of occupational hazards and safety requirements as they relate to the maintenance trades.

Ability to replace components of plumbing, heating, ventilating and air conditioning systems; ability to read and understand oral/written instructions, rough drafts and diagrams; ability to lift heavy objects with assistance; and to climb ladders and/or work on staging and other high areas.

Ability to oversee and train subordinates engaged in semi-skilled operations.

Equipment Requirement: Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.

Work Hours: 40 hours per week and available for over time as circumstances warrant for emergency situations.

Equipment/Machinery/Tools: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, torches, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, electric snakes, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders, etc.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers, boiler controls, intercoms etc.
Measuring Devices	Voltmeters, testing meters/gauges, tape measures, etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, painting, pick up tools/needed equipment, etc.
Climb Stairs	Carry equipment, tools, paint supplies to 2nd (+) floor (s) of properties.
Push or Pull	Move equipment, snow blowers, appliances, open and close doors, etc.
Reach Above Shoulder	Perform routine maintenance and repairs, stock/remove equipment and parts, etc.
Climb Ladders	Perform routine maintenance and repairs.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance/repairs.
Finger Dexterity	Handle tools and equipment, perform routine maintenance and repairs.

Constant need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports and work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from co-workers. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, vendors and residents. Must use listening skills to monitor needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

A Building Mechanical Technician may be exposed to herbicides, pesticides, acids, fuels, paints, solvents, and hydraulic fluids. May be exposed to long periods of sunlight, cold, heat, rain and

snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the Building Mechanical Technician must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

Moderate to high. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

ADDENDUM 7

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **PLUMBER & HVAC TECHNICIAN**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of Plumbing and HVAC Technician. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under limited direction, performs highly skilled work related to replacement, corrective, preventive maintenance, repairs, restorations and installation of mechanical equipment, electrical, heating, ventilation, air conditioning, plumbing and related systems in Manchester Housing and Redevelopment Authority buildings/facilities. Performs work requiring heavy lifting, climbing of ladders and staging, performs other related work as required. This position requires a broad range of plumbing, mechanical, electrical and other building trade related skills to complete skilled level work assignments and assist in the training and/or overseeing of other maintenance personnel. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and staff.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give a good indication of the range of different duties. Any single position in a class will include tasks, which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

Participates in performing a variety of maintenance, repair, modifications, restoration and installation of mechanical equipment, plumbing, heating and air conditioning systems in MHRA buildings/facilities.

Obtains required HVAC/plumbing permits when needed.

Reviews electrical, plumbing, HVAC, mechanical and water supply blue prints, specs and submittals.

Engineer and/or coordinate small HVAC/plumbing contracts with contractors or utility companies.

Serve as lead person in the performance of duties; provides instruction and oversees work being performed by others, trains other Maintenance personnel.

Evaluates systems, diagnoses problems and carries out repair work.

Maintains electrical, plumbing and mechanical equipment to ensure proper operation.

Completes and maintains reports/work orders as required.

Ensures all work is performed in accordance with applicable codes and safety rules.

Schedules and performs routine preventive maintenance on all appropriate equipment and maintains all tools in excellent condition.

Help remove and transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be aware of all shut-off (s) and sewer clean-outs.

Performs work area clean up and safety related duties.

Participates in snow removal, grounds maintenance and emergency situations.

Performs related duties as assigned.

Monitor and perform routine preventive maintenance/repair, as directed, involving the following:

* Plumbing (water/sewer lines).
* A/C and mechanical systems.
* Boilers, gas and electric.
* Gas fixtures and appliances (where applicable).
* Water/holding tanks, gas and electric.
* Plumbing fixtures, i.e. toilets, sinks, faucets and supply lines.
* Appliances (when applicable).
* Interior/exterior lights.

* Be knowledgeable of inventory levels of spare parts and supplies, reports shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license, a valid State of New Hampshire Master Plumbing License and HVAC Certification.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED) and completion of an approved apprenticeship program or an equivalent combination of training and experience in plumbing. Four years of practical experience in the mechanical and HVAC profession related to plumbing, heating, ventilating and air-conditioning.

Considerable knowledge of tools, materials, techniques and practices used in building and facility maintenance, repair and restoration requirements pertaining to plumbing, heating, ventilating and air conditioning systems.

In-depth knowledge of the requirements needed to make estimates (time/materials) relating to plumbing, heating, ventilating and air conditioning; knowledge of the occupational hazards and safety requirements of building and facility maintenance trades as related to plumbing, heating, ventilating and air conditioning.

Ability to diagnose and troubleshoot plumbing, heating, ventilating and air conditioning; ability to read and understand sketches, blueprints and oral and written instructions.

Ability to lead, oversee and train subordinates engaged in skilled and semi-skilled operations.

Equipment Requirement:	Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.
Work Hours:	40 hours per week. Weekends as circumstances warrant; on-call on a rotating basis and for emergencies.
Equipment/Machinery/Tools:	An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, torches, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, electric snakes, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists,

	jacks, step ladders, full ladders, double ladders, etc.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers, boiler controls, intercoms etc.
Measuring Devices	Calipers, voltmeters, ohmmeters, testing meters/gauges, etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform electrical repairs, carry equipment/supplies to 2nd (+) floor (s) of properties, etc.
Climb Stairs	Service requests, plumbing/heating needs for 2nd (+) floor apartment (s), etc.
Push or Pull	Move equipment, appliances, open and close doors, operate snow blowers, etc.
Reach Above Shoulder	Perform routine maintenance/repairs, stock and remove equipment, parts, etc.
Climb Ladders	Perform routine maintenance and repairs, etc.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance and repairs, etc.
Finger Dexterity	Handle tools and equipment, perform routine maintenance and repairs, etc.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports and work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include washer/dryers, refrigerators, A/C units, heating system components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from staff. Constant needs to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, residents and vendors. Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to obtain and maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

A Plumber & HVAC Technician may be exposed to herbicides, pesticides, acids, fuels, paints, solvents, and hydraulic fluids. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the Plumber & HVAC Technician must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

High. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions

ADDENDUM 8

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **PLUMBER**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of Plumber. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under direction, performs skilled work related to replacement, corrective, preventive maintenance, repairs, restorations and installation of mechanical equipment, heating, ventilation, air conditioning, plumbing and related systems in Manchester Housing and Redevelopment Authority buildings/facilities. Performs work requiring heavy lifting, climbing of ladders and staging, performs other related work as required. This position requires a broad range of plumbing, mechanical, and other building trade related skills to complete skilled level work assignments and assist in the training and/or supervising of other maintenance personnel. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and staff.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give good indication of the range of different duties. Any single position in a class will include tasks, which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting):

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

Participates in performing a variety of plumbing maintenance, repair, modifications, restoration and installation of mechanical equipment, heating and air conditioning systems in MHRA buildings/facilities.

Obtains required plumbing permits when needed.

Reviews plumbing, HVAC, mechanical, heating, air conditioning, water supply blue prints, specs and submittals.

May engineer or coordinate small HVAC/plumbing contracts with contractors or utility companies.

May serve as lead person in the performance of duties; provides instruction and oversees work being performed by others, trains other Maintenance personnel.

Evaluates systems, diagnoses problems and carries out repair work.

Maintains plumbing and mechanical equipment to ensure proper operation.

Completes and maintains reports/work orders as needed and required.

Ensures all work is performed in accordance with applicable codes and safety rules.

Schedules and performs routine preventive maintenance on all appropriate equipment and inspects/maintains all tools in excellent condition.

May help remove and transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be aware of all cut-off (s) and sewer clean-outs.

Performs work area clean-up and safety related duties.

Participates in snow removal, grounds maintenance and emergency situations.

May monitor and perform routine preventive maintenance/repair, as directed, involving the following:

* Plumbing (water/sewer lines).
* A/C and mechanical systems.
* Boilers, gas and electric
* Gas fixtures and appliances (where applicable).
* Water/holding tanks, gas and electric
* Plumbing fixtures, i.e. toilets, sinks, faucets and supply lines
* Appliances (when applicable).
* Interior/exterior lights.
* Be knowledgeable of inventory levels of spare parts and supplies, reports shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license, possession of valid State of New Hampshire Journeyman's License.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. Diploma or equivalent (GED) and completion of an approved apprenticeship program or an equivalent combination of training and experience in plumbing. Four years of practical experience in the mechanical and plumbing profession related to plumbing and HVAC.

Considerable knowledge of tools, materials, techniques and practices used in building and facility maintenance, repair and restoration requirements pertaining to plumbing, heating, ventilating and air conditioning systems.

In-depth knowledge of the requirements needed to make estimates (time/materials) relating to plumbing, heating, ventilating and air conditioning; knowledge of the occupational hazards and safety requirements of building and facility maintenance trades as related to plumbing, heating, ventilating and air conditioning.

Ability to diagnose and troubleshoot plumbing, heating, ventilating and air conditioning; ability to read and understand sketches, blueprints and oral and written instructions.

Equipment Requirement: Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.

Work Hours: 40 hours per week. Weekends as circumstances warrant; on-call on a rotating basis and for emergencies.

Equipment/Machinery/Tools: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, torches, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, electric snakes, etc.
User-Moved Aids	Dollies, hand trucks, buckets, hoists, jacks, step ladders, full ladders, double ladders, etc.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power

	augers, boiler controls, intercoms etc.
Measuring Devices	Calipers, voltmeters, ohmmeters, testing meters/gauges, etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, painting, pick up tools and needed equipment, etc.
Climb Stairs	Perform plumbing repairs, carry equipment/supplies to 2nd (+) floor (s) of properties, etc.
Push or Pull	Move equipment, appliances, open and close doors, operate snow blowers, etc.
Reach Above Shoulder	Perform routine maintenance/repairs, stock and remove equipment, parts, etc.
Climb Ladders	Perform routine maintenance and repairs.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance/repairs.
Finger Dexterity	Handle tools and equipment, perform routine repairs.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports and work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include washer/dryers, refrigerators, A/C units, heating system components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from staff. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, residents and vendors. Must use listening skills to diagnose needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc. Example: Apartments during/after make-ready.

Frequent need (33% to 66% of the time) to work in awkward and confining positions.

A Plumber may be exposed to herbicides, pesticides, acids, fuels, paints, solvents, and hydraulic fluids. May be exposed to long periods of sunlight, cold, heat, rain and snow. May be exposed to poison ivy, oak or sumac, insects such as wasps, hornets, bees, etc.

Surfaces on which the Plumber must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

Moderate to high. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

ADDENDUM 9

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

POSITION SUMMARY

POSITION: **SENIOR BUILDING MECHANICAL TECHNICIAN**

REPORTS TO: **MAINTENANCE MANAGER**

The purpose of this job summary is to communicate the responsibilities and duties associated with the position of SENIOR BUILDING MECHANICAL TECHNICIAN. While the following information should be considered a comprehensive summary of this position, it should also be noted that some responsibilities and/or duties may not be specifically addressed.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Manchester Housing & Redevelopment Authority objectives related to the primary scope of their position.

JOB BRIEF: Under limited supervision, performs highly skilled work related to corrective and preventive maintenance, repairs and restorations of heating, ventilating, central air conditioning, plumbing, mechanical and related utility systems in Manchester Housing and Redevelopment Authority buildings and facilities. Performs work involving heavy lifting, climbing of ladders and using staging; performs related work as required. May serve as lead person in the performance of duties, provide instruction and oversee work being performed by others. This involves ensuring a safe, secure, and comfortable environment for residents, visitors and co-workers. The Senior Building Mechanical Technician will carry out assigned duties in a safe manner and perform related work as required.

DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position. This section lists typical examples of duties.

Examples of Duties (This section lists typical tasks, which are common to most positions in the class described. An attempt is made here to give good indication of the range of different duties. Any single position in a class will include tasks which are not shown in this list. Thus the list is descriptive but it is not intended to be restrictive or limiting).

Conduct all business in accordance with MHRA policies and procedures, state and federal laws; e.g., OSHA, ADA, Fair Housing, etc.

Ensures that the privacy and rights of MHRA, its residents and program participants are protected at all times.

The Senior Building Mechanical Technician is expected to complete a wide variety of highly skilled work related to corrective adjustment, repairs and/or replacement of mechanical, plumbing and heating equipment in Manchester Housing and Redevelopment Authority buildings/facilities; this requires a broad range of pipefitting, plumbing, incidental electrical, mechanical and related skills.

Troubleshoots repairs and replaces defective components and assemblies on boilers and heating systems.

Serve as lead person in the performance of duties, provide instruction and oversee work being performed by others; trains other Maintenance personnel.

Completes boiler water treatment services or other boiler efficiency tests and calibrates controls.

Troubleshoots, repairs and replaces defective components and assemblies on plumbing systems to include toilets, sinks, showers, faucets, defective water supply and waste systems and related components.

Replaces motors, controls, assemblies and components of the heating, ventilating and air conditioning systems.

Performs scheduled maintenance of heating, plumbing, ventilating, air conditioning systems, and maintenance equipment within capabilities and as required by maintenance manuals.

Completes and maintains reports/work request as required.

Participates in snow removal, grounds maintenance and emergency situations.

Schedules and performs routine preventive maintenance on all appropriate equipment as directed. Inspects and maintains all tools in excellent condition.

Help coordinate needed repairs and services. Assists co-workers as required to meet deadlines.

Remove and/or transfer heavy appliances and equipment from storage area to apartment (or vise versa) as circumstances warrant. Assists in moving abandoned furniture, appliances, etc., when necessary.

Be knowledgeable of utility shut-off (s) and sewer clean-outs.

Performs work area clean-up and safety related duties.

Repairs and/or replaces screens and window/door lock (s); makes keys.

Performs related duties as assigned.

Monitor and perform routine preventive maintenance/repair, as directed, involving the following:

* Electrical and plumbing (including water lines).
* A/C and mechanical systems.
* Boilers, gas and electric.
* Gas fixtures and appliances (where applicable).
* Water/holding tanks, gas and electric.
* Plumbing fixtures, i.e. toilets, sinks, faucets and supply lines.
* Water/sewer lines.
* Appliances (when applicable).
* Stairs, gates, fences, patios, railings.
* Interior/exterior lights.
* Shutters, doors, cabinets, windows, sliding glass doors.
* Door locks, P.O. boxes and locks/keys.
* Security systems (where applicable).
* Be knowledgeable of inventory levels of spare parts/supplies and reports shortages.

LICENSURE/CERTIFICATION REQUIREMENTS:

Possession of a valid N.H. driver's license.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

H.S. diploma or equivalent (GED), or technical school or apprenticeship supplemented by four years of experience in mechanical, building or plumbing trades as related to plumbing, heating, ventilation and air conditioning fields, or an equivalent combination of education and training.

Extensive knowledge of tools, materials, practices and techniques pertaining to plumbing, heating, air conditioning/ventilation repair, maintenance and restoration; good knowledge of occupational hazards and safety requirements as related to the maintenance trades.

Ability to replace components of plumbing, heating, ventilating and air conditioning systems; ability to read and understand oral/written instructions, rough drafts and diagrams; ability to lift heavy objects with assistance; and to climb ladders and/or work on staging and other high areas.

Ability to lead, oversee and train subordinates engaged in skilled and semi-skilled operations.

Equipment Requirement: Required to wear goggles when working with specific equipment, wear masks and gloves and other safety equipment as tasks dictate.

Work Hours: 40 hours per week and available for over time as circumstances warrant for or emergency situations.

Equipment/Machinery/Tools: An employee in this position must be knowledgeable and skilled in the safe use and maintenance of the following tools:

Hand Tools	Various wrenches, hammers, grips, saws, sledgehammers, snips, torches, etc.
Power Tools	Wrenches, grinders, sanders, drills, saws, electric snakes, etc.
User-Moved Aids	Dollies, hand trucks, hoists, jacks, step ladders, full ladders, double ladders, etc.
Mechanical Equip.	Motors, pumps, compressors, blowers, electric and hand power augers, boiler controls, intercoms etc.
Measuring Devices	Calipers, ohmmeters, voltmeters, testing meters/gauges, tape measures, etc.

PHYSICAL REQUIREMENTS:

Constant need (66% to 100% of the time) to be on feet.

Have constant need (66% to 100% of the time) to perform the following physical activities:

Bend/Stoop/Squat/Kneel	Perform routine maintenance/repairs, painting, pick up tools/needed equipment, etc.
Climb Stairs	Carry equipment, tools, paint supplies to 2nd (+) floor (s) of properties.
Push or Pull	Move equipment, snow blowers, appliances, open and close doors, etc.
Reach Above Shoulder	Perform routine maintenance and repairs, stock/remove equipment and parts, etc.
Climb Ladders	Perform routine maintenance and repairs.
Grasp/Grip/Turning	Handle tools and equipment, perform routine maintenance/repairs.
Finger Dexterity	Handle tools and equipment, perform routine maintenance and repairs.

Frequent need (66% to 100% of the time) to perform the following physical activities:

Writing	Inventory maintenance, requisition requests, required maintenance reports and work orders.

Lifting/carrying (supplies, replacement parts, ladders, etc.):

Over 50 lbs.	Do not lift over 50 lbs. without assistance.
31 - 50 lbs.	Occasional need (1% to 33% of the time)
21 - 30 lbs.	Frequent need (33% to 66% of the time)
1 - 20 lbs.	Constant need (66% to 100% of the time)

NOTE: **Lifting and carrying of weights exceeding 50 lbs. is often accomplished with assistance from one or more persons. Examples of heaviest items lifted include refrigerators, HVAC components, abandoned sofas, etc.**

VISION REQUIREMENTS:

Constant need (66% to 100% of the time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instruction from co-workers. Constant need to see small detail when performing routine maintenance duties.

Frequent need (33% to 60% of the time) to see things clearly beyond arm's reach.

HEARING REQUIREMENTS:

Constant need (66% to 100% of the time) to communicate with co-workers, vendors and residents. Must use listening skills to monitor needed repairs, etc.

SPEAKING REQUIREMENTS:

Constant need (66% to 100% of the time) to verbally communicate with co-workers, residents and vendors.

DRIVING/TRAVELING REQUIREMENTS:

Frequent need (33% to 66% of the time) to utilize MHRA vehicles to pick up replacement parts and supplies. Rotation "on call" status may occasionally require travel to assigned properties/buildings at moments notice.

Must be able to maintain a valid NH driver's license.

WORKING ENVIRONMENT:

Indoors (66% to 100% of the time). Frequently outdoors (33% to 66% of the time), all conditions, often for extended periods.

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Surfaces on which the Senior Building Mechanical Technician must work include pavement, concrete, lawn, gravel, hilly, mud, wet, snowy, icy, slippery, carpet, linoleum, ceramic, wood and tile.

REASONING DEVELOPMENT:

High. Must be able to apply principles of logical thinking to a variety of situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

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