

## HOUSING AUTHORITY POSITION REQUEST FORM

*Type or print clearly. Be sure to answer all questions. Incomplete requests will be returned to you.*

Please be advised that any request for updates and/or additional job classifications may result in the issuance of increased wage rates.

NAME OF HOUSING AUTHORITY: \_\_\_\_\_

NEW POSITION TITLE: \_\_\_\_\_

NUMBER OF EMPLOYEES FILLING THIS POSITION: \_\_\_\_\_

WILL EXISTING EMPLOYEE(S) BE TRANSFERRED INTO THIS NEW POSITION:     YES                     NO

IF SO, WHAT POSITION(S) WILL BE VACATED? \_\_\_\_\_

Please indicate below the percentage of time spent performing tasks in the various Department of Labor Standards job classifications. Use one form for each position. Percentage must total 100% (no % under 10%). When choosing a classification, make certain that all persons holding these positions possess the appropriate licenses, certifications, or apprenticeships to perform the work.

*This form may be reproduced.*

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**PLASTERER:** \_\_\_\_\_%

- Applies plaster to walls and ceilings on metal or wood lathing.
- Journey person, apprenticeship required.

**CEMENT MASON:** \_\_\_\_\_%

- Mixes cement or uses Ready-mix concrete. Spreads concrete with float, trowel, or screening tools.
- Semi-skilled, apprenticeship required.

**OIL BURNER TECHNICIAN:** \_\_\_\_\_%

- Installs and services oil burners, dampers, and controls.
- Massachusetts certification required.

**GROUNDSKEEPER/CUSTODIAN:** \_\_\_\_\_%

- Performs ongoing and routine repetitive tasks associated with interior and exterior cleaning and upkeep of grounds such as cleaning common areas, offices, and lavatories, emptying trash, pruning trees and shrubs, raking, mowing and reseeding lawns, and manual snow and ice removal.
- Position requires the use of hand and power tools.

**MAINTENANCE MECHANIC I:** \_\_\_\_\_%

- Performs various maintenance tasks to buildings and outside areas (e.g. minor: carpentry, plumbing, electrical, masonry, painting, and landscaping work).
- Position includes tasks such as the replacement of garbage disposals, repairing windows, and patching walls, steps or driveways.
- Ability to read drawings, specification sheets, schematics, and technical documents.
- Intermittent supervision required.

**MAINTENANCE MECHANIC II:** \_\_\_\_\_%

- Entry-level position, as in apprenticeship.
- Assists other maintenance employees in unskilled tasks.
- Assists various trade journeymen in the preparation of work to be performed; including renovation, alteration, and the maintenance of buildings.
- Tasks are unskilled and intermittent in nature, rather than ongoing.
- Employees require constant supervision.
- The Authority must have employees of a higher grade to employ a Maintenance Mechanic II.

**MAINTENANCE LABORER:** \_\_\_\_\_%

- Performs a variety of semi-skilled tasks in the maintenance and upkeep of properties and grounds; including heavy cleaning of vacant units, cellars, or incinerators, lifting heavy objects, applying insecticides and pest control, manual snow and ice removal, the use of picks and shovels, and related manual work.

**PAINTER:** \_\_\_\_\_%

- Prepares surfaces and applies paint, stains, etc., by hand (brush) or mechanically (spray equipment).
- Painter/Rigger license required.

**ELECTRICIAN:** \_\_\_\_\_%

- Performs installation of electrical wiring and controls. Investigates and corrects electrical problems.
- License required.

**PIPEFITTER/PLUMBER:** \_\_\_\_\_%

- Performs installation of piping, fittings, and valves. Investigates and corrects plumbing problems.
- License required.

**CARPENTER:** \_\_\_\_\_%

- Performs woodworking fabrication and alteration tasks.
- Journeyman, completed apprenticeship required.

**FIREMAN HI-PRESSURE:** \_\_\_\_\_%

- Tends to the performance of high pressure boilers supplying heat/energy to powered equipment.
- Fireman's Class I license required.

**FIREMAN LO-PRESSURE:** \_\_\_\_\_%

- Tends to boilers with less than 15 psi (steam heat).
- Fireman's Class II license required.

**STEAMFITTER:** \_\_\_\_\_%

- Performs repair of heating and boiler equipment. Regulates steam pressure and heating system controls.

**APPLIANCE PERSON:** \_\_\_\_\_%

- Performs repairs to large and small electrical appliances and equipment. Uses diagnostic test devices.
- Knowledge of electrical circuitry required.

**AUTO MECHANIC:** \_\_\_\_\_%

- Performs repair and overhaul of automotive vehicles using tools and test equipment to diagnose hydraulic, electrical, mechanical, and ignition systems.
- Interprets automotive manuals and electrical schematics.

**TILESETTER:** \_\_\_\_\_%

- Prepares surfaces to be tiled and applies grout. Sets tile to walls, floors, ceilings, etc.
- Apprenticeship required.

**GLAZIER:** \_\_\_\_\_%

- Performs the setting, cutting, preparing, handling, and removal of protection glass, plate glass window panes, plastic material, and mirrors.
- Installs metal and molding to doors, window frames, etc., that is an integral part of the finished product, using glazier's tools.

**BRICKLAYER:** \_\_\_\_\_%

- Sets and installs masonry blocks, bricks, etc.
- Apprenticeship required.

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**SUBMIT ALL COMPLETED FORMS TO:** Department of Labor Standards, Prevailing Wage Program  
19 Staniford Street, 2<sup>nd</sup> Floor, Boston, MA 02114

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TEL. NUMBER: \_\_\_\_\_