

MAINTENANCE TECHNICIAN I

Job Title

PROPERTY MANAGER

Title of Immediate Supervisor

February 2017

Effective Date

JOB SUMMARY

The incumbent performs skilled and unskilled maintenance for Housing Authority on residential apartment complex(es), to include plumbing, electrical, mechanical, tile, carpentry, painting, grounds.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES (This job description does not list every function of the position.)

ESSENTIAL FUNCTIONS

- Performs repairs on electric and gas fired heating appliances and air conditioners to include: replacing any parts as needed for proper function. Works on boiler systems to include all actions necessary to ensure proper functioning. Performs all repair and service work on air conditioners including complete removal and installation.
- Performs repairs to the electrical systems both inside and outside of units (e.g., breakers, outlets, switches, disposals, interior and exterior lighting systems, etc.)
- Performs an extensive range of repairs on the plumbing systems.
- Performs repairs related to the structure to include: carpentry- door repairs and replacements; exterior deck repairs; hardwood flooring, etc. Will perform tile work as well.
- Performs work on roofing, gutters, shingles and downspouts.
- Interior and exterior painting to include preparations of drywall and siding. Staining and finishing of exterior and interior wood surfaces.
- Repairs and replaces windows, screens and doors as needed.
- Completes swimming pool maintenance, including opening and closing of pool for season, cleaning, checking and maintaining correct chemical balance, repairs and safety checks as needed.
- Other exterior work includes a variety of repairs to the sprinkler systems in the landscaped areas and works with landscape material including trimming of trees, shrubs, and bushes as necessary.
- Removes snow on walkways as needed.
- Performs welding and metal fabrication.
- Daily/weekly tasks include maintaining logbook of daily accomplishments completion of forms for work done on “move outs”, work orders and preventive maintenance/routine maintenance.
- Prepares housing units for new incoming occupants.

- Re-key and replace locks, doorknobs, and dead bolts.
- Schedule daily workload.
- Organize and maintain maintenance shop with tools and materials for daily tasks.
- Become knowledgeable about and follow LEED green building operations and maintenance policies. Understand and maintain any sustainable property installations.
- Regular and predictable attendance is required.
- Performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

Supervision Received:

Direct supervision from the Property Manager. Guidance in the field provided by the Housing Maintenance Specialist.

Supervision Given:

None

ESSENTIAL QUALIFICATIONS (Knowledge, Skills and Abilities)

Education:

High School diploma or equivalent OR experience commensurate with requirements of the position and proven ability to read labels, instructions, etc. and properly mix chemicals used in maintenance process. Certificate from a trade/vocational school in construction or maintenance preferred, but not required.

Experience:

Two-years of experience working in related field with a certificate from trade/vocational school *or any equivalent combination of training and experience.*

Licensure/Certification/Registration:

Valid Driver's License and good driving record are required. May be required to transport oneself to off-site locations.

Other Knowledge, Skills and Abilities:

- Skill in operating a variety of power equipment and hand tools.
- Strong public relations and communication skills necessary for interacting with tenants.
- Strong knowledge of construction, electrical, plumbing, mechanical, carpentry plus familiarity with equipment needed in performing these activities.
- Mechanical aptitude for operating hand and power tools.
- Strong interpersonal skills necessary for working with fellow staff and other housing staff, and residents of MWHS.
- Strong knowledge of health and safety issues with residential structures, vehicle operations, power tool operations.
- Strong written communication skills necessary for completing forms necessary for the position and for completing log entries of daily/weekly accomplishments.
- Sound judgement and decision making skills.
- Ability to work the after hours emergency shifts. Job includes the wearing of a pager and answering emergency calls from residents (this shift is an ongoing aspect of the job and will be shared with

other maintenance staff.)

- Ability to handle difficult situations in a courteous and professional manner.
- Ability and knowledge to work with strong industrial cleaners, pesticides, and disinfectants.
- Ability to assess daily workloads and materials necessary to complete the daily tasks.
- Ability to organize shop on a daily basis with tools and materials necessary to complete these tasks.
- Ability to work independently and as a team member.
- Background check required.

PHYSICAL AND MENTAL REQUIREMENTS

PHYSICAL REQUIREMENTS

Lifting and Carrying:

Using a cart or other assistance, will lift and/or carry items such as kitchen appliances (refrigerator, stove, and dishwashers) floor sanding equipment (drum and finish sanders) that may weigh between 50 and 100 lb. Move crates of snow melt, sacks of concrete, lumber, cleaning supplies in large quantity containers. At times will move water heaters or gas fired heating systems under floor space, with limited work area. Will lift snow from walkways using a snow shovel.

Body Positions:

Frequent standing, bending, lifting, moving of heavy objects, climbing on ladders up to two stories high. Will carry roofing materials up two stories to make repairs as well as crawling in crawl spaces moving water heaters and furnaces and related materials. Will also crawl under cabinets to make plumbing repairs and crawl in low attic spaces to make repairs.

Hearing:

Uses hearing in order to respond to in person and telephone requests from staff and citizens. Also must hear fire and smoke alarms and unusual noises from equipment.

Vision: Uses vision to accomplish daily tasks with accuracy and safety.

MENTAL REQUIREMENTS:

Mathematics:

Strong mathematical ability to include addition, subtraction, multiplication and division in order to calculate materials and costs related to the job.

Remembering:

Must remember complex daily tasks in order to complete them in an efficient manner.

Language Ability:

Must demonstrate the ability to effectively and clearly communicate verbally with staff, tenants and citizens. Work requires ability to read and comprehend a variety of documents, labels, instruction manuals and the like.

Reasoning:

Ability to make independent judgements and decisions in the field.

WORK ENVIRONMENT

Work involves frequent interruptions and contact with angry, upset or frustrated individuals

Work involves frequent contact with housing residents, other housing staff members and other city employees.

Frequent exposure to fertilizers, paint, industrial cleaners, pesticides, disinfectants and other potentially hazardous material.

Work is performed independently with general supervisory instructions.

Working conditions vary according to season and work site, but work is largely conducted indoors under a variety of conditions.

Work involves operating hand and power tools and sprayers. Also involves operating floor sanding and finishing equipment. Equipment may potentially be hazardous.

Tasks involve working with strong industrial cleaners, pesticides, and disinfectants.

Work involves effectively completing work assignments in a timely manner despite tight deadlines.

EQUIPMENT USED

Include mowers, edgers, hedge shears, shovels, tractor, sprayers, chain saws, table saws, radial arm saws, circular saws, drills, hammer drills, welders, computer, copier, fax machines, hand tools, phone, ATV, and calculator