

| | | | |
|---|------------------------------|-----------------------|------------|
| Job Title: | Maintenance Technician | Date: | 12/1/2021 |
| Department/Group: | Maintenance | Position Type: | Full-Time |
| Supervisor: | Assistant Executive Director | FLSA: | Non-Exempt |
| Job Description | | | |
| <p>ROLE AND RESPONSIBILITIES</p> <p>Responsible for performing a variety of semi-skilled and skilled structural, plumbing, and electrical building maintenance work at Authority properties. Work involves repair and replacement of items such as windows, doors, gutters, cabinets, walls, ceilings, toilets, faucets, water lines, electrical outlets, and light fixtures. Also performs preventive maintenance tasks and grounds keeping tasks.</p> <p>The Maintenance Technician is responsible for:</p> <p>A. Diagnose and correct routine maintenance needs in apartments and houses, including work order requests</p> <ul style="list-style-type: none"> • Unstop commodes, sewer lines and garbage disposals, repair and replace faucets, commodes, sinks, bath accessories, and water lines • Replace circuit breakers, wiring, wall socket and switches, lights, and fans • Replace appliances as needed and connect in accordance with manufacturer’s requirements • Perform a wide variety of carpentry work such as, changing-out countertops, re-hanging and adjusting doors, replace screens, and repairing cabinets, as needed • Repair and replace floors, tiles, ceilings, etc. • Prepare vacant units for occupancy and perform maintenance tasks in accordance with established procedures <ul style="list-style-type: none"> • Empty apartment of all trash and other items left by occupants • Wash walls • Clean floors by sweeping, stripping and mopping, waxing • Wash cabinets inside and out • Clean bathroom by disinfecting lavatory, tub, shower, toilet • Clean range and refrigerator • Clean windows • Check light bulbs, replace as needed, and clean covers • Check appliances to be sure that they work properly • Check toilet to be sure it operates properly • Make any necessary repairs throughout unit • Install and repair plumbing pipes and fixtures, such as toilets, sinks, drains, valves and controls • Complete work orders using company device provided • Put up stock in inventory, as needed • Perform routine and preventive maintenance • Inspect units periodically to determine maintenance needs and schedule work orders for deficiencies found • Operate central trash compactor in accordance with established procedures | | | |

- Clean common areas of building(s) and property management office in accordance with established procedures
- Periodically serve as worker on call for emergency calls
- Repair and replace windows, doors, door frames, porches, etc. as needed
- Replace HVAC filters, light bulbs, check carbon monoxide detectors and check smoke detectors

B. Perform general grounds keeping tasks to maintain clean, neat appearance of properties operated by the Authority

- Clean grounds of paper and debris using trash grabber, rake or other appropriate tools
- Remove graffiti as needed
- Check storm drains and clean out as needed to avoid water back-up
- Observe conditions and report any unusual conditions
- Inspect hallways and common places, eliminate obstacles to free passage and assure that there is adequate lighting

Performs all other duties as assigned by the Director of Housing Operations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

We seek detail-oriented, independent self-starters who demonstrate an unwavering commitment for decent, safe, and sanitized housing for residents.

PREFERRED SKILLS

- Strong oral and written communication skills in multiple settings
- Exceptional analytical and problem-solving skills, with an ability to use quantitative and qualitative data to make decisions and recommendations
- Proven track record of working with diverse individuals at all levels to drive decision-making and results
- Experience in general maintenance
- High School Diploma

PHYSICAL INVOLVEMENT

Must be able to operate maintenance equipment. Standing, walking, reaching, bending, and lifting up to fifty (50) pounds is sometimes required. Must possess mobility skills necessary to access a variety of work areas.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.