



Job Description

Job Title: Maintenance Technician
Report to: Maintenance Director
FLSA Status: Non-Exempt/Hourly

Job Statement:

Under the general supervision of the Maintenance Director this position is responsible for the site maintenance of the property under their jurisdiction. This position supports the mission of the Housing Authority by providing high quality residential maintenance and customer service so that tenants are assured safe, quality and decent living conditions. This is done by following HUD and Housing Authority policies and procedures and working collaboratively with the Property Manager, Housing Authority staff, vendors, community partners and others to coordinate essential functions. Performs other duties as directed within the classification.

Duties and Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

- Maintain, repair and upgrade properties to assure marketability and safety.
- Submit appropriate documentation on a daily basis to your supervisor.
- Complete work orders with a resident signature in a timely & professional manner.
- Assist Maintenance Director with procuring and overseeing contract work to assure HUD regulations and agency standards are met.
- Maintain accurate inventory account and records.
- Remain familiar with HUD policies, Housing Authority procedures and local ordinances as they relate to the properties you oversee.
- Assure grounds are well kept. This includes removal of trash, mowing, fence repair, sprinklers and snow removal.
- Assure vacancy preparation of units is complete in a thorough and timely manner.
- Work with vendors to assure work is completed according to standards.
- Proactively address repairs.
- Maintain agency truck with annual inspection, regular service and cleaning.

- Complete repairs, maintenance and upkeep including but not limited to: cement, floor, repairs, mechanical, roofs, cleaning, furnaces, painting, screen doors, lighting, paving, structural, electrical, locks, plumbing, windows
- Assist other Housing Authority owned properties with technical support and maintenance, as needed.
- Provide excellent customer service to tenants and housing staff by consistently completing work orders and explaining work orders, fees and other issues.
- Treat all tenants in a respectful, professional, non-judgmental manner.
- Provide scheduled on-call 24-hour coverage, including snow removal as assigned.

Qualifications and Knowledge:

- High School graduate or GED desirable. Three (3) years of experience in the construction or maintenance field.
- Self-starter, adaptable, and good communicative skills.
- Demonstrated ability to communicate with elderly, individuals with disabilities and low-income individuals and families.
- Approach problems proactively with solution focus.
- Must be prompt and dependable.
- Able to communicate effectively and solve problems related to property upkeep, work completion, tenants, Property Manager and Maintenance Director.
- Ability to lift up to 50 lbs
- Ability to climb ladders and work at elevated levels
- Ability to use and experience in using hand and power tools
- Knowledge of housing structure, plumbing, electrical, heating, lighting, lawn care and industry standard.

The employee performs routine duties following established HUD and Housing Authority guidelines. Routinely, the employee may make decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position.

Signature

Date