

JOB DESCRIPTION

Job Title: Maintenance Technician (LIHTC)

Supervisor: Property Manager

Salary Non-Exempt, Hourly

Job Statement:

Under the general supervision of the Property Manager 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.

Job Description:

This position of Maintenance Technician is given the following responsibilities for the following duties. These duties include but are not limited to:

- Maintain, repair and upgrade properties to assure marketability and safety.
- Submit paperwork and appropriate documentation on a daily basis to your supervisor.
- Complete work orders and have resident sign completed work order in a timely and professional manner.
- Assist Maintenance Supervisor 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.
- Complete repairs, maintenance and upkeep
- Assist other Housing Authority owned properties with technical support and maintenance, as needed.
- Maintain agency vehicle, annual inspections, regular service, oil change and cleaning.

- Provide excellent customer service to tenants and housing staff by consistently completing work orders and explaining work orders, fees and other issues.
- Maintain a professional relationship with tenants.
- Treat all tenants in a respectful non-judgmental manner.
- Respond to work orders, calls and other inquiries in a timely and responsive manner.
- Maintain paperwork, as required.
- Provide scheduled on-call 24-hour coverage, including snow removal as assigned.

Job Qualifications:

- High school diploma or equivalent.
- Must have at least two years paid experience in related fields of construction or maintenance.
- Must provide productive competence in the majority of the above listed skills.
- Self-starter, adaptable, and good communicative skills.
- Demonstrated ability to communicate with elderly, individuals with disabilities and low-income individuals and families.
- Flexible and cooperative to accommodate job demands.
- Approach problems proactively with solution focus.
- Keep Management and Property Manager informed of work issues and incidents.
- Must be prompt and dependable.
- Able to communicate effectively and solve problems related to property upkeep
- Able to work with minimum day to day supervision.
- 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 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. This does not create an employment contract or any promise for any term or condition of employment or otherwise alter the at-will employment relationship.

Print name

Date

Signature
