

Position Title:	Maintenance Technician		
Reports to:	Property Manager	Starting Rate:	\$32,240 - \$33,218
Department:	Public Housing Operations	Posting Date:	February 27, 2024

General Statement of Duties:

Under the supervision of the Property Manager performs difficult skilled work in the general repair and maintenance of Authority's buildings and performing plumbing system repairs; does related work as required. Work is performed under regular supervision.

Essential Job Functions (Illustrative Only):

1. Performing plumbing, carpentry, and repair tasks, installing appliances, doors, windows, and floors.
2. Installs, maintains, and repairs appliances.
3. Performs carpentry and maintenance work on buildings, facilities.
4. Maintains and repairs woodwork, hardware, screens, cabinets, etc.
5. Repairs buildings, doors, windows, and floors.
6. Unclog sinks, commodes, bathtubs, and sewer lines.
7. Replaces shingles and siding, installs sheetrock, vinyl, ceramic, and parquet.
8. Reconditions dwelling units for new clients, performs all necessary maintenance and repair work to make unit ready for occupancy.
9. Performs the repair and maintenance of plumbing systems.
10. Maintains records and logs in written and electronic format.

11. Perform related tasks as required to ensure units comply with HUD requirements for NSPIRE REAC inspection protocol.

Required Knowledge and Abilities:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Any combination of education and experience equivalent to graduation from high school and some experience in skilled building repair and maintenance work.
2. Thorough knowledge of common hand tools used in building maintenance work.
3. Thorough knowledge of the building trades; not limited to painting, cleaning floors, yard maintenance cleaning grounds daily, turn key rental units, repairing holes, performing other task to complete work orders generated by residents, maintenance and management. Other maintenance duties as assigned.
4. Skill in the use of tools in the building trades and the necessary safety precautions.
5. Ability to work independently.
6. Ability to maintain records and logs in written and electronic format.
7. Ability to establish and maintain effective working relationships with residents and associates.

Physical Requirements:

1. This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
2. Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.

3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required to perceive information at normal spoken word levels.
5. Visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly, or fabrication of parts at thoroughness of work, and observing general surroundings and activities.
6. The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
7. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

1. A valid driver's license is required, and employee must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply a criminal background record.

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