

## POSITION DESCRIPTION

**Title: Maintenance Tech II**  
**Reports To: Maintenance Manager**  
**FLSA Status: Non-Exempt**

### Summary

Responsible for maintenance of buildings, facilities, and light equipment. Performs skilled carpentry, electrical, plumbing, and general repairs in response to service requests and results of inspections of units. Performs maintenance on mechanical equipment or machinery. All maintenance tasks are performed in one or more trades or crafts with close supervision. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### Duties and Responsibilities

Performs Quality Control inspections on Public Housing units to ascertain whether housing units are compliant with HUD specifications and to ensure REAC inspection readiness.

Diagnoses problems and makes general repairs to the interior/exterior of buildings and facilities and maintains furniture and equipment pursuant to HUD standards requiring proficiency in the fields of plumbing, carpentry, electrical, mechanical, and related trades.

May make determinations regarding tenant responsibility for repairs and may assess tenant charges according to the Agency protocol and/or provide relevant information to supervisor.

Performs rough carpentry work including installation/repair of entry doors, sliding doors, interior doors, interior framing and/or repair of wall partitions, installation of wall gypsum board and building insulation.

Performs preparation necessary for the replacement of kitchen and bathroom cabinetry, installation of flooring, wall/floor tile, and repairs cabinets.

Performs electrical work including new wiring, troubleshooting and replacement of existing switches and outlets, replacement of circuit breakers, replacement of light fixtures, and other electrical repairs.

Repairs and maintains plumbing systems by performing general work including rough piping for domestic water and sanitary sewer, repair/replacement/installation of plumbing fixtures such as sinks and bathtubs, installation of valves for shower, kitchen, and bath, replacing washers, mending burst pipes, repairing leaks, opening clogged drains, and performing other appropriate repairs/installations to meet or exceed housing quality standards.

Makes repairs and adjustments to various gas and electric appliances and equipment (e.g., furnaces, dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and replaces appliances and equipment when necessary.

Identifies items needing replacement rather than repair, advises supervisor and may make repairs and adjustments as authorized within area of expertise to various appliances and equipment (e.g., furnaces, dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and replaces appliances and equipment when necessary.

Performs general interior and exterior repairs including structural components (e.g., stairways, floor joists, and rafters), roof repairs (e.g., replacement, flashing repair, etc.), foundation waterproofing, masonry and concrete replacement/repair (e.g., walks, brick, paving, steps, curbing), repair/replacement of gutters, downspouts, garage doors, fences, gates, doors, windows, doorbells, peepholes, signs, clotheslines, fans, belts, and insulation. Changes the lock(s) in accordance with Agency procedures and makes or has made any necessary keys.

Starts, operates, and checks for safety and appropriate maintenance on a wide variety of small engines, hand tools, pumps, chain saws, and Agency maintenance vehicles.

May maintain and make general repairs to power tools and equipment such as chain saws, pumps, and vehicles, which includes checking and maintaining lubricant levels, timing, replacing, and adjusting worn or damaged parts.

Keeps HVAC equipment and systems ready for use by performing a full range of preventive maintenance and restoring and repairing faulty or inoperative systems and associated equipment in accordance with blueprints, piping and wiring diagrams, and manufacturers' specifications, including but not limited to:

- Removing and cleaning blower motor and fan wheel
- Washing condenser and evaporator coils
- Replacing inoperative compressors
- Replacing faulty evaporator coils
- Replacing faulty condensation pumps and condenser units
- Replacing faulty circuit boards, igniters, transformers, contactors, thermostats, etc.
- Operating various measuring and testing instruments
- Adjusting and calibrating equipment
- Repairing duct work
- Performing soldering, pipefitting, and welding

Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping and floating drywall, and/or sanding. Removes closet and bedroom doors and any graffiti on surfaces.

Sands wood surfaces to prepare for painting, varnishing and/or staining.

Mixes paints as needed to match previously painted surfaces and paints all prepared surfaces with a brush, roller, or spray equipment.

Performs thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates.

Cleans and maintains Agency-owned materials, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris.

Upon completion of maintenance task, all tools and excess supplies must be cleaned up and stored appropriately

May perform general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, and ensuring placement of appropriate signs as directed.

Performs welding, brazing, and cutting using gas and/or electric welding equipment, using appropriate welding techniques and equipment to ensure precision, control, and care to avoid damage and to prevent injury to oneself and others.

May operate any of the following types of equipment: graders, backhoes, tractors, lawn equipment and other equipment necessary to maintain and repair Agency grounds, parking lots, drives, drainage structures, and other Agency property.

May perform pest control to eliminate and/or or keep in check rodents, cockroaches, fleas, silverfish, ants wasps, hornets, and bees, (unless the nest is too large and presents a danger to the staff and/or resident). Each situation should be assessed and the need for a professional pest control vendor reported to management.

Submits requisitions for needed maintenance supplies and equipment.

Accurately prepares and submits applicable reports/records in a timely manner.

Removes and disposes of discarded appliances and related items in an appropriate manner in accordance with Agency and city standards.

Distributes notices to residents as needed.

Performs emergency and after-hours work as necessary and/or required.

Follows all established safety procedures and standards.

Reports any lease violations and unsafe, unsanitary, or hazardous conditions encountered or observed on or in any Agency property or building to the supervisor.

Maintains a professional image and attitude in keeping with the objectives of the Agency and resident's welfare.

Maintenance responsibilities may also include, but are not limited to, pressure-washing of exterior surfaces as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems, French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, and any other common areas.

Subject to on-call rotation and after-hours maintenance emergencies in accordance with Agency policies and procedures.

Accountable for consistent adherence to Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

**Qualifications and Knowledge**

High School graduate (or GED) or possess a vocational technician certification beyond high school, with three (3) years experience or training in building construction or maintenance, or in the repair or maintenance of mechanical equipment or an equivalent combination of technical training and experience.

Thorough knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, HVAC, and electrical repairs, and household appliances.

Working knowledge of state and local building codes and HUD's standards.

Good skills in one or more trade crafts and general knowledge of all maintenance crafts.

Math skills sufficient to perform essential job functions.

Skilled in the use of various hand tools, power tools, and test equipment.

Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work.

Ability to write service requests and maintenance reports.

Ability to read shop drawings, specifications, schematics, and technical documents as appropriate.

Ability to understand and ensure Agency compliance with HUD for REAC inspections and Boiler and Domestic Water system checkups.

Ability to establish and maintain effective working relationships with other Agency employees and residents.

Ability to communicate both orally and in writing.

Ability to follow oral and written instructions.

Maintains a professional image and attitude in keeping with the objectives of the Agency and resident's welfare.

Ability to be covered under the Agency's fidelity bond.

Valid Class D driver's license and good driving record.

**Supervision Received and Given**

The employee receives instructions from the Maintenance Manager/Contracts and Procurement. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures and repair manual guides. Deadlines, priorities, necessary guidelines, and scope of work are generally set by the supervisor and the employee's progress is monitored

during each phase of the assignment and reviewed for compliance with procedures and for quality and completeness.

The employee provides supervision and direction/training to apprentice workers.

### **Guidelines**

The employee follows established maintenance procedures, practices good judgment, and uses service manuals, shop drawings, and scope of work as needed and as applicable in performing assigned tasks. If a situation not covered by these guidelines arises, the employee consults the supervisor for guidance.

### **Complexity**

Work performed by the employee may be routine or non-routine in nature depending on the situation and assignment. General troubleshooting, repair, unscheduled maintenance, and preventative maintenance tasks are generally routine and repetitive in nature, while the nature of some repairs may be highly complex. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

### **Scope and Effect**

The employee's work primarily affects other employees and the residents in the Housing Authority. It also impacts the readiness and adequacy of total low-rent housing provided by the Agency. Through successful accomplishment of maintenance tasks, the Agency is able to continue providing decent, safe, and sanitary housing.

### **Personal Contacts**

The employee's personal contacts are primarily with residents, other employees, vendors, city employees, and contractors. Contact with residents is particularly important. The purpose of this is to give and obtain information necessary to do maintenance tasks efficiently, safely, and to document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a gas leak or power failure.

### **Physical Demands**

Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers.

Must be able to lift up to fifty (50) pounds without assistance.

Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.

Must be able to operate hand tools, power tools, and equipment (e.g., drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)

Work requires spatial perception, and finger and manual dexterity.

Must have normal color perception to differentiate colors of electrical wiring, etc.

Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.

Must be able to sit or stand for up to eight hours at a time while performing work duties.

Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.

Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.

Must maintain punctuality and attendance as scheduled.

### **Work Environment**

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., cleaning solutions, solvents, insecticides), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.