



POSITION DESCRIPTION

POSITION TITLE: Maintenance Technician

REPORTS TO: Operations Manager

DATE EFFECTIVE: July 2019

POSITION SUMMARY

The Maintenance Technician assists in dynamic, traditional and non-traditional approaches to the repair and preventative maintenance of all housing authority buildings and properties. The Maintenance Technician must be innovative, creative, flexible and capable of working in a fast-paced, changing environment. This position receives instructions from the Operations Manager and must be able to work well within a team atmosphere.

Maintenance Technicians are the most visible of Housing Authority employees and must have strong customer service and human relations skills, and the ability to effectively communicate with tenants, co-workers and the general public. This includes individuals from different cultural backgrounds and individuals with mental and physical disabilities. A professional appearance must be present at all times.

WORK DESCRIPTION

The listed examples of work are not intended to be all-inclusive. They establish a flexible, functional base from which the employee operates. It may also be modified with additions, deletions or changes required to obtain organizational goals and objectives.

- Responsible for the overall condition and appearance of all Housing Authority properties, including the exterior, interior and grounds of the building. All work performed is in accordance with HUD regulations and standards;
- Performs general building maintenance, which may include: plumbing, electrical, carpentry, drywall repairs, painting, window, door and screen repair or replacement, lock repair, ceiling and floor tile replacement, and grouting. All repairs must be done in a professional manner so the repairs are indistinguishable from the original work;
- Performs work orders in a timely and professional manner. Informs Operations Manager on the status of work orders and identifies work that requires additional resources.
- Inspects property common areas, housing units, and grounds on a regular basis and collaborates with Operations Manager and Property Manager to make sure the property's appearance is acceptable;
- Prepares or assists in preparing all vacant apartments to a move-in ready condition;

- Assists with the repair and maintenance of all housing authority building heating, vent, air-conditioning (HVAC) and mechanical systems;
- Assists with the repair of all housing authority building appliances and furnishings, which may include, dishwashers, microwaves, stoves, ovens, refrigerators and washers and dryers;
- Performs maintenance and minor repairs on maintenance equipment, including floor machines, vacuum cleaners, and tools;
- Responsible for snow removal and the application of ice-melt to walkways and corridors to facilitate safe access to buildings and parking areas;
- Assists in keeping the grounds and common areas free of trash and debris;
- Responsible for operation of agency vehicles to pick up supplies, run errands, etc. as requested by supervisor. Must have valid driver's license;
- Assists the Maintenance Supervisor and Community Manager on special maintenance projects;
- Ensures safe performance of duties by attending safety training, following property safety procedures, taking safety precautions, anticipating unsafe circumstances and acting accordingly to prevent accidents, and promptly reporting accidents and hazardous conditions;
- Maintains the maintenance storage area in a neat and organized fashion;
- Performs on-call emergency service as required.

EDUCATION AND SKILLS

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance. Examples of combinations include:

- Strong working knowledge of plumbing, electrical and mechanical systems; construction techniques, tools and equipment and janitorial experience;
- Experience in apartment and/or residential maintenance;
- Strong understanding of safety rules and regulations;
- Basic understanding of current codes, regulations; and directives as applied to housing authority facilities.

Required Skills:

- The ability to read and write English for safety and productivity reasons;
- Ability to accurately perform basic mathematical functions;
- Self-starter who possesses organizational and time-management skills;
- Ability to establish and maintain effective working relationships with building residents, other employees, and the general public;
- Customer-service oriented with a genuine desire to assist residents;
- A positive attitude and the ability to handle multiple tasks simultaneously;
- An ability to maintain efficiency and accuracy under pressure of deadlines and numerous interruptions throughout the workday;
- The ability to represent the agency in a favorable light at all times;
- Basic computer, smartphone, and Internet knowledge.

Desired Skills:

- Experience working with the senior and non-elderly disabled population;
- Knowledgeable of the HUD requirements for REAC inspections;

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS

This job cannot be performed without bending, stretching, kneeling, lifting, shoveling, reaching and/or climbing ladders. Must be able to move up to 50 pounds variable distances, possess the mobility and flexibility to use ladders to heights in excess of 8 to 9 feet, and have the ability to work outdoors in temperatures above 90 degrees or below 32 degrees Fahrenheit. A criminal background check will be required. IHC is a drug-free workplace. EOE.

COMPENSATION

This is a full-time, hourly position. Position comes with a competitive salary and benefits package that includes: Medical, Dental, and Vision coverage, company-paid Long-Term Disability, 401(k) plan with Employer Match.

IHC is committed to promoting its employees' work-life balance by offering a compressed work schedule, 12 paid holidays, and a generous paid time off policy (after completion of a 90-day probationary period).