

CLEMENTON HOUSING AUTHORITY
JOB DESCRIPTION - Maintenance Technician

Maintenance Technician

JOB QUALIFICATION REQUIREMENTS:

High school diploma or equivalent is required. Trade school and/or military training a plus and may substitute for formal education. One to five years of verifiable hands-on general maintenance experience (i.e., plumbing, electrical, carpeting, painting, etc.) is preferred with proficiency in at least one major area.

REPORTS TO: MAINTENANCE SUPERVISOR

DESCRIPTION OF DUTIES & RESPONSIBILITIES:

The following represents the primary and secondary duties of the position; however they are not intended to be all inclusive. The PHA reserves the right to change, reassign, or combine job duties at any time and at its discretion.

BASIC PURPOSE:

1. Performs various maintenance duties necessary to maintain and enhance the value of the community.
2. Handles repairs and improvements of vacant apartments for a market ready status.
3. Works as a team participant along with the maintenance staff to ensure the community meets the quality maintenance standards set by PHA

ESSENTIAL FUNCTIONS:

1. Prepares or assists in preparing all vacant apartments to a market ready condition.
2. Performs various community maintenance functions. Records activity in maintenance log.
3. These functions may include, but are not limited to:
 - a. Light Bulb Changes Caulking
 - b. Filter Changes Painting
 - c. Lock Repairs
 - d. Install/Repair Window Coverings Preventative Maintenance
 - e. HVAC Repairs Vinyl Repair & Installation
 - f. Responds to resident service requests and concerns in a timely manner.
 - g. Performs on-call emergency service as required.
 - h. Reports any maintenance concerns for repairs on vacants and/or common areas to the Maintenance Supervisor.
 - i. May assist in monitoring and/or controlling maintenance inventory and/or supplies.
 - j. Moves heavy objects as requested.
 - k. Assists the Maintenance Supervisor on special maintenance projects.
 - l. Assists in keeping the grounds and common areas free of trash and debris.

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- m. Works closely with management and maintenance staff in developing an integral team that effectively represents the quality and professionalism of PHA.
- n. Maintains open communication with management.
- o. Consistently maintains a professional, courteous attitude when dealing with residents, coworkers and the general public, at all times, on or off the property.
- p. Attends and participates in training seminars as requested.
- q. Assists other staff members as needed.
- r. Delivers various communications to residents as needed.
- s. Attends and assists in setting up for resident functions and activities.
- t. Drives motorized vehicle on or off property for PHA business.
- u. Performs other duties as assigned.

*****(PHA may revise this job description from time to time as business needs require. It is not intended to be an exhaustive listing of all the functions of the job, nor to limit PHA's right to assign other functions to an employee in this position. This job description does not constitute a written or implied contract of employment.)*****

Machines, Tools, and Equipment, Software:

Hand tools normally used in construction, maintenance and landscaping including, but not limited to, hedge trimmer, power floor cleaner, carpet shampoo machine, paint sprayer, power drain cleaner, chain saw, key machine, and all chemicals associated with maintenance and landscaping essential job functions. Motorized vehicles.

Licenses/Certification:

Valid drivers' license along with good driving record and auto insurance is required. Licenses/Certification is required as applicable.

Other Requirements:

As a PHA team member, you represent PHA. While you are on the job, PHA expects you to wear clothing and accessories that are appropriate in a professional business environment. If a uniform is required at the property, you are expected to wear it. Refer to PHA's Grooming Standards and Dress Code Guidelines for additional information.

Period of Term: AT WILL EMPLOYMENT