

POSITION DEFINITION: This is manual work of a routine nature often requiring considerable physical strength and endurance. Work involves both heavy and light labor in the performance of unskilled tasks and semi-skilled tasks, requiring a basic knowledge* of the following skilled trades: carpentry, heating, patching, and painting, and plumbing, but not requiring a journeyman's knowledge. Employee may be assigned to individual or group routine tasks requiring some supervision. Contributes towards the Authority's goal to provide safe, decent, and affordable housing.

ESSENTIAL DUTIES:

- Receives oral or written orders from supervisor and proceeds according to instructions.
- Performs work according to standard procedures and in compliance with preventive maintenance schedule.
- Responsible for the maintenance, repairs, and cleanliness of assigned vehicles.
- Receives work orders daily from supervisor and turns in completed work orders daily.
- Fills out work orders neatly and accurately in simple English.
- Evaluates repairs and maintenance work to determine cause, follows up with supervisor to determine tenant charge, non-routine maintenance, etc.
- Replaces smoke detectors, electrical switches and outlets, outlet and switch covers, light fixtures, thermostats, zone valves and exhaust fans.
- Replaces broken windows, balancers, sashes, and locks.
- Removes graffiti, debris, and garbage
- Performs custodial duties.
- Assists skilled trade employees in repair and renovation work.
- Sweeps and cleans building and grounds, performs routine janitorial tasks, loads debris into trucks.
- Cleans vacant units and makes repairs that do not require a skilled journeyman.
- Cleans buildings and hallways, offices, stairways, and windows.
- Washes walls, ceilings, woodwork, doors, and sills.
- Cuts grass, reseeds lawns, shovels/removes snow, and trims excess vegetation.
- Loads truck with dirt and salt and spreads over paved areas.
- Operates snow removal equipment, power mower, pickup truck, mechanical sweeper, and forklift.

- Makes minor repairs and adjustments to electrical facilities, hot water heaters, furnaces, gas ranges, plumbing facilities, and performs minor carpentry and plastering repairs.
- Performs tasks requiring the basic skills in the following trades: carpentry, heating, painting, plastering, and plumbing.
- Picks up and delivers supplies.
- Reports work accomplished orally and on written work order to supervisor.
- Maintains strict confidentiality on restricted information.
- Responds to emergencies as required, at all hours
- Performs other related duties as required.

QUALIFICATION REQUIREMENTS:

- High School/GED Graduation required.
- One year in facilities maintenance experience required.
- Experience in heavy manual work and in the use of hand tools.
- Demonstrated basic knowledge of the following skilled trades*: carpentry, heating, plumbing, patching, and painting.
- Demonstrated ability to work independently
- Demonstrated ability to perform manual tasks requiring physical strength and endurance.
- Demonstrated ability to understand and follow simple oral and written instructions.
- Demonstrated mechanical aptitude and mental alertness.
- Good powers of observation.
- Demonstrated ability to work in poor weather conditions including heat, cold, rain or snow.
- Demonstrated ability to perform a variety of semi-skilled tasks.
- Demonstrated skill in the proper use and care of hand tools.
- Demonstrated ability to provide excellent customer service
- Demonstrated ability to establish and maintain effective working relationships with other employees, tenants, and the public. This includes maintaining a positive, professional attitude in always representing the proper image of the agency.
- Demonstrated ability to achieve and maintain a satisfactory attendance record, as defined by the Attendance Policy.