



JOB DESCRIPTION

Job Title:	Maintenance Technician
Classification:	Non-Exempt
Employee Appointment:	Full Time
Reports To:	Facilities Director
Supervision Exercised:	None
Job Purpose:	Following Fargo Housing's policies, procedures, and processes, the maintenance technician performs general and preventative maintenance and repairs on all physical structures and certain facility equipment to assigned properties to serve the mission of Fargo Housing.

ESSENTIAL FUNCTIONS

- A. Show a demonstrated interest in Fargo Housing's mission: Empowering People to Achieve Independence Through Housing.
- B. Adhere to Fargo Housing's Core Values.
 1. Service: helping people to the best of our abilities
 2. Integrity: staying true to our word through action
 3. Teamwork: working together to achieve goals
 4. Quality: exceeding the average, striving for excellence
 5. Commitment: dedication to Fargo Housing's mission
- C. Perform maintenance items of rental units.
 1. Perform maintenance work to includes minor repair of plumbing, drywall, electrical, appliances and carpentry to improve property curb appeal, common areas and grounds maintenance in compliance with established safety rules, policies and procedures.
 2. Ensure daily repair and upkeep of the property is maintained.
 3. Prepare vacant units for occupancy.
 4. Maintain onsite inventory control and ensure best use of materials and supplies on an ongoing basis.
 5. Report unusual or extraordinary circumstances to supervisor.
- D. Complete work orders.
 1. Respond timely to resident and property manager requests.
 2. For emergency work orders, obligated to participate in Fargo Housing's rotating on-call work schedule; responds to phone calls within 15 minutes and when necessary, physically responds to calls within one hour, per Fargo Housing policy.
 3. During inclement weather or other disasters, may be assigned as "essential personnel" to fit the organization's mission needs.

4. May enter and complete work orders into property maintenance system.
 5. Schedule work orders with contractors or vendors, when necessary.
- E. Complete preventative maintenance
1. Follow preventive maintenance requirements for property, grounds and equipment.
 2. Complete general maintenance and repairs of property and grounds.
 3. Clean work areas, tools and equipment.
- F. Maintain adequate work records for unit inspections, work orders, preventive maintenance and inventory.
- G. Actively participate in and adhere to Fargo Housing's employee safety program.

MINIMUM QUALIFICATIONS

1. High school diploma or GED required.
2. Technical degree in HVAC, carpentry, electrical, plumbing or related field; or a combination of education and experience preferred.
3. At least two years practical experience required.
4. Knowledge of general OSHA rules is required.
5. Must pass a criminal background investigation and driving record review.
6. Must have a valid driver's license and proof of automobile insurance coverage.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Work Environment

This position works within a construction environment and requires working in all weather conditions (hot, cold, humid, dry, and wet).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to see, communicate clearly, hear, reach with hands and arms, feel, walk, stand, stoop, kneel crouch, crawl, lift to 50 pounds independently. The employee will work near moving or mechanical parts. This work requires exposure to toxic or caustic chemical, fumes, noxious odors, gases, and poor ventilation, which may affect the respiratory system, eyes, or skin.

Position Type/Expected Hours of Work

This is a full-time position. Regular hours of work and days are Monday through Friday, 8:00 AM to 4:30 PM. However, this position can regularly require evening and occasional weekend work to fulfill after hours maintenance emergencies and fulfill properties' needs during inclement weather.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel is required for training and conference purposes, resulting in a couple of times per year.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change by Fargo Housing management to fit the Mission of Fargo Housing.

Competencies and Characteristics of a Successful Office Holder:

Ethical Conduct: Adheres with the rules and standards set by the Mission and Core Values of the FHRA and federal, state, and local laws for housing authorities.

Client Focused: Committed to the understanding of client needs and successfully applying them to FHRA programs and project development

Results Driven: Can be counted on to exceed goals successfully; mission-driven, bottom-line oriented; steadfastly pushes self and others for results.

Motivating Others: Empowers others; invites input from each person and shares ownership and visibility; makes everyone feel his/her work is important; is someone people like working with.

Community Development: Develops strong external loyalty to the mission and values of the organization.

Projects Humility: Be unafraid to admit mistakes and when they do not know something, is willing to delegate project tasks to the group's most qualified person.

Relationship Management: Quickly builds trust and credibility by listening to and observing what activities are happening within the organization and becomes the "go to person" for solutions and implementation of those solutions while working within the scope of their job responsibilities.

Project and Time Management: Identifies work priorities and is cognizant of deadlines while remaining flexible to the needs of the organization; is unafraid to communicate when in need of help from peers and is willing to help peers who need assistance while remaining responsible to the deadlines, work priorities and goals set for own job.