



JOB DESCRIPTION

Job Title: Maintenance Technician
Classification: Non-Exempt
Employee Appointment: Full Time
Reports To: Public Housing Portfolio Manager
Supervision Exercised: None

Job Purpose: Performs a variety of interior/exterior custodial, maintenance, and painting assignments which ensure curb appeal and general cleanliness of scattered site housing rental units. Responsible for maintenance of building, grounds, and equipment of FHRA properties which promotes the mission of the FHRA.

ESSENTIAL FUNCTIONS

- A. Show a demonstrated interest in FHRA's mission: Empowering People to Achieve Independence Through Housing
- B. Adhere to FHRA'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 the FHRA Mission
- C. Perform maintenance items of rental units.
 1. Paint and refurbish vacant units prior to move-in or as scheduled.
 2. Complete work orders as assigned.
 3. Participate in on-call schedule for after-hours emergencies.
 4. Maintain onsite inventory control and ensure best use of materials/supplies on an ongoing basis.
 5. Ensure that all snow removal and grounds care is done on a consistent basis.
 6. Assist project manager or purchasing specialist with product specifications on an on-going basis.
 7. Inform project manager of resident lease violations, concerns, dangerous conditions, etc.
- D. Perform custodial duties at scattered site housing rental units using learned skills daily.
 1. Complete preparation of vacant units that include cleaning appliances, walls, windows, all floor surfaces, waxing, stripping buffing, sweeping, and vacuuming.
 2. Change light bulbs and clean fixtures to ensure adequate lighting is maintained in vacant units as needed.
 3. Ensure that interior/exterior of unit is free of any debris.
 4. Comply with record keeping requirements for preventive and corrective work orders, inventory control, and purchase orders on an on-going basis.
- E. Perform painting duties at scattered site housing rental units.
 1. Assess painting requirements, material needs and schedule recommendations with Project Manager.

2. Prepare and paint surfaces as assigned including patching holes, taping, texturing, and hanging sheet rock.
3. Remove outdated window boards and patch resulting holes.
4. Identify and report needed repairs to Project Manager.
5. Clean tools and store materials in accordance with FHRA standards daily.

Minimum Qualifications

1. High school diploma or GED required.
2. Technical degree in HVAC, carpentry, electrical or related field; or a combination of education and experience preferred.
3. At least two years practical experience required.
4. Boilers license or and ability to attain a boiler's license 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 100 pounds occasionally. Work near moving or mechanical parts. This work require 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.

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 FHRA management to fit the Mission of the FHRA.

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.