

EAST POINT HOUSING AUTHORITY

Position Description

Position: Maintenance Technician
Supervisor: Public Housing Manager
Effective Date: May 1, 2013
Status: Non-Exempt
Grade:

Position Description

Under supervision of the Maintenance Supervisor a Maintenance Technician is responsible for performing skilled and semi-skilled maintenance and repair tasks on Authority buildings, grounds, apartments and equipment as assigned. Work is generally performed at the journeyman level.

Major Duties and Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or reliefs, to equalize peak work periods or otherwise balance the workload.

1. Performs skilled mechanical tasks including repairing or replacing furnaces including valves, thermostats, igniters, motors, sensors, etc.
2. Performs such carpentry work as: hanging doors and installing windows, replacing or repairing door and window hardware; reglazing windows, installing cabinets and handrails; repairing roofs, gutters, downspouts; replacing floor tiles; and patching walls and ceilings.
3. Performs skilled plumbing tasks which may include: replacing faucet washers, seats, stems, spigots, and hardware; resetting commodes, tubs, sinks; repairing water leaks; replacing and/or repairing flush valves or tank hardware; and clearing clogged drain lines.
4. Performs such electrical work as: replacing light fixtures, exit signs, outlets, and switches.
5. Performs basic repairs to appliances such as refrigerators, stoves and window air conditioners.
6. Performs preventative maintenance according to established schedule.
7. Operates equipment such as Bobcat, backhoe, cement mixer, trash pump, etc.

*Maintenance Technician
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8. Delivers and installs appliances in dwelling units, cleans and repairs appliances.
9. Operates motor vehicles in accordance with all traffic laws.
10. Performs a walk-thru of each public housing property picking up trash and tagging all unauthorized vehicles parked on Authority property.
11. Removes furniture from vacated units and disposes of according to Authority procedures.
12. Washes and performs preventative maintenance on Authority vehicles at required intervals.
13. Prepares walls for painting including cleaning, patching and sanding. Primes and paints walls.
14. Inspects apartment after residents move out, assesses damages and determines necessary maintenance work.
15. Responds to emergency calls on nights and weekends as scheduled.
16. Performs other related tasks as assigned.

Required Knowledge, Skills, and Abilities

1. Knowledge of and skill in applying knowledge in plumbing, electricity, heating, carpentry, painting, and mechanical equipment.
2. Knowledge of the methods, practices, tools, and materials used in building maintenance and repair and groundskeeping.
3. Knowledge of the occupational hazards and applicable safety precautions of the assigned work.
4. Ability to perform minor heating and plumbing repairs.
5. Ability to perform building maintenance tasks of varying difficulty with limited supervision.
6. Ability to establish and maintain effective working relationships with coworkers, residents, contractors, and the general public.
7. Ability to follow oral and written instructions.
8. Ability to enter and receive data from a computer.
9. Ability to operate all equipment used by the Authority up to and including, but not limited to, backhoe and Bobcat.

Physical Requirements

Ability to operate a variety of carpentry, electrical, and plumbing equipment, tools, and machines. Ability to work/inspect in wet, damp, hot, cold, or dusty places. Ability to stoop and kneel in order to gain access to

work areas. Ability to work while standing for extended periods of time. Ability to work in high places in a safe manner. Ability to move or carry objects or materials such as sinks, counter tops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc. Ability to handle ranges and refrigerators using appliance handtrucks. Ability to move or carry objects up to 70 pounds. Ability to move or carry objects in excess of 70 pounds with the assistance of a handtruck or additional persons.

Minimum, Education, Training and/or Experience

Graduation from a standard high school or equivalent with a minimum of five years experience in a building trade. Must have extensive knowledge of one of the trades and a working knowledge of the others; or any equivalent combination of education, training and experience which provides the required knowledge and abilities.

Special Requirements

1. Must possess a valid driver's license, have reliable transportation and insurable under the Authority's automobile insurance policy.
2. Criminal background checks will be performed on all applicants.
3. Must be bondable.
4. Must be able to work nights and weekends as needed.