

# WACO HOUSING AUTHORITY & AFFILIATES

## POSITION DESCRIPTION

**TITLE: Maintenance Aide B**

**NON-EXEMPT**

**SUPERVISOR: Director of Maintenance**

### **Duties and Responsibilities**

Responsible for making minor repairs of dwelling units and grounds of one or more of Authority's housing developments. Performs routine carpentry, electrical, and plumbing repairs in response to service requests and annual inspections that require minimum skills. Specific duties include the following.

Repairs or replaces plumbing fixtures and fittings such as leaky faucets, clogged drains and sewer lines, damaged toilets, sinks, water cutoffs and patches/repairs tile floors.

Makes minor repairs and adjustments to various appliances and equipment such as refrigerators, gas and electric stoves, furnaces, and water heaters.

Cleans and sets up tables and chairs for Authority and resident meetings and activities.

Performs grounds care such as trimming trees and picking up trash.

Assists in moving residents and appliances and connects gas stove lines.

Replaces windowpanes and replaces and recovers window and door screens.

Performs apartment-cleaning duties including rest rooms, office areas, trash rooms, boiler rooms, halls, stairways, and sidewalks, and hauls trash to dumpsters.

Paint vacant units

May be required to maintain or assist in maintaining inventory of appliances and supplies and materials used in maintenance operation.

Assists Tech I/II in performing other duties concerning maintenance of dwelling facilities, grounds, and equipment.

### **Qualifications and Knowledge**

High school graduate or GED. One year experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.

Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs; and in the repair of household appliances, and air conditioning and heating systems.

Skill in the use of various hand and power tools.

Ability to read and understand moderately complex repair manuals, and instructions/warning on cleaning agents; write service requests, maintenance reports, and inspection reports.

Ability to establish and maintain effective working relationships with other Authority employees and residents.

Valid Texas driver's license.

Eligibility for coverage under Authority fleet auto insurance.

### **Supervision Received and Given**

The employee receives instructions from the Director of Maintenance or in his absence delegated Tech I. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures and repair manual guides. Deadlines and priorities are generally set by the supervisor and the employee's progress is monitored regularly. The employee's work is reviewed generally for accuracy and completeness.

The employee has no supervisory responsibilities.

## **Guidelines**

The employee follows established maintenance procedures and practices and service manuals in performing assigned tasks. If a situation not covered by guidelines arises, the employee consults the supervisor for guidance.

## **Complexity**

Work performed by the employee is mostly routine and repetitive in nature. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

## **Scope and Effect**

The employee's work primarily affects the residents in the housing development to which the employee is assigned. It also impacts on the adequacy of total housing provided by the Authority. Through successful accomplishment of maintenance tasks, the Authority is able to continue to provide decent, safe and sanitary housing.

## **Personal Contacts**

The employee's personal contacts are primarily with residents and other employees. Contacts with residents are particularly important. The purpose of these is to give and obtain information necessary to do the maintenance tasks efficiently and safely and document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation, such as a gas leak or power failure.

## **Physical Demands**

The employee must operate hand and power tools and equipment. Normal physical activity can be strenuous and may involve prolonged standing, walking, reaching, bending, crouching, stooping, and lying prone.

The employee must use arm strength to manipulate hand tools such as saws, sanders and jointers.

The employee must occasionally push, pull, and/or lift objects up to and over 25 pounds. Work requires spatial perception and finger and manual dexterity.

## **Work Environment**

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subject to electrical shock hazards, dangerous heights, dangerous chemicals, and skin irritants (e.g., cleaning solutions, solvents, insecticides). When required the employee must use goggles, gloves, safety boots, and other safety equipment.