

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Maintenance Technician II

NON-EXEMPT

SUPERVISOR: Director of Maintenance

Essential Job Functions: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Duties and Responsibilities

Performs general apartment maintenance and repair tasks at the level of an ordinary skilled Maintenance Technician II. Tasks are performed in one or more trades or crafts with minimal supervision. Specific duties include the following.

Repairs, or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses.

Assembles, installs and/or repairs or replaces plumbing fixtures and fittings (e.g., leaky faucets, clogged drains and sewer lines, sprinkler systems, damaged toilets, sinks, and water cutoffs.) Repairs and replaces water heaters and lavatory sinks.

Repairs/replaces damaged walls, roofs, woodwork, floors, gutters and downspouts, garage doors, fences, gates, doors and door locks, windows, cabinets, counter tops, doorbells, peepholes, clotheslines, fans and belts, and insulation.

Make repairs and adjustments to various appliances and equipment (e.g., refrigerators, gas and electric stoves, furnaces, electric motors, smoke detectors, heat pumps, power tools and test equipment) and replaces appliances and equipment when necessary.

Repairs or replaces door and window screens and installs window glass.

Performs repairs and replacement of ceramic tiles and brickwork.

Performs painting functions.

Replaces furnace/AC filters, checks air vents and thermostats (may be required to install furnace units, A-Coils and condensing unit).

Works emergency and after-hours as assigned by the Director of Maintenance or delegated staff.

Performs other related duties as assigned.

Qualifications and Knowledge

High school graduate or GED. One or two years experience in building maintenance or vocational training which involved training and/or experience in areas of carpentry, plumbing, and electrical repairs, HVAC/refrigeration or an equivalent combination of education and experience. Type II Certification

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

Good degree of skill in one or more tradecrafts and working knowledge of all maintenance crafts.

Uses tools ranging from common hand and power tools, such as hammers, hoists, saws, drills and wrenches, to precision measuring instruments and electrical/air conditioning testing devices, and other various hand and test tools.

Ability to read and understand 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 delegated maintenance staff. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures and repair manual guides. The supervisor generally sets deadlines and priorities and the employee's progress is monitored regularly. The employee's work is reviewed generally for quality and completeness.

The employee has no supervisory responsibilities other than monitoring work of other personnel that may be assigned to assist in performing maintenance tasks.

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 employees work primarily affects the residents in the housing developments to which the employee is assigned. It also impacts on the adequacy of total low-rent 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). The employee may be required to use goggles, gloves, masks, waist support belts, safety boots, and other safety equipment.