

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Rising Images Head Maintenance

NON-EXEMPT

SUPERVISOR: Director of Maintenance

Duties and Responsibilities

Responsible for general maintenance of property and grounds. Performs major carpentry, electrical, and plumbing repairs and general repairs on mechanical equipment in response to service requests maintaining all occupied units and prepares all empty units for occupancy.

Prioritize daily and emergency work orders for occupied units, perform maintenance according to work orders while checking for and repairing or reporting other potential problems.

Makes daily rounds of property and grounds to identify maintenance needs and remove trash and discarded items

Clean up any debris caused by maintenance work using maintenance supplies provided -not personal items of the resident; leave completed work order or note in all apartments entered and record time spent in each unit on work order.

Perform any required maintenance on unoccupied units to make ready for occupancy. Check all appliances, plumbing, window, wall and floor coverings (i.e. linoleum, sinks, faucets, and drapes) for necessary repair and make such repairs.

Inform Director of Maintenance of any repair work needing an outside contractor or any replacements of major appliances that will be necessary.

Assembles, installs and/or repairs or replaces plumbing fixtures and fittings; showers, leaky faucets, clogged drains and sewer lines, damaged toilets, and water cutoffs. Repairs and replaces water heaters.

Makes carpentry repairs/replacements to damaged walls, roofs, woodwork, floors, gutters, doors, downspouts, windows, cabinets, counter tops, peepholes, and clotheslines. May perform painting functions as part of “make ready” procedure.

Makes or reinforces and installs/replaces window screens and doorknobs and deadbolt locks and repairs and replaces tile floors.

Repairs and makes adjustments to and replaces various appliances and equipment; refrigerators, gas and electric stoves, heaters, water heaters, smoke detectors, condensing units and coil.

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

Perform any necessary maintenance in office, clubroom, models, pools, and exterior of property and be alert to physical problems seen in the course of work performed. Notify manager at once of such problems.

Maintain schedule of periodic preventative maintenance as follows:

- Clean boilers twice a year
- Check photocells at least once a month
- Change air conditioning filters at least once every three months, and other duties as required.
- Maintain and inventory an adequate stock of supplies.
- Purchase or request from Manager to purchase supplies as needed.

Performs other duties as assigned.

Qualifications and Knowledge

High school graduate or GED equivalent. 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.

General knowledge of appliance repair, trade skills, methods, tools, and equipment used in maintaining dwelling and non-dwelling facilities and grounds.

The employee must be dependable, able to work under pressure (deadlines), possess knowledge of safety procedures and practices. Must also be able to work a flexible

schedule to accommodate after hour and weekend emergencies.

Must have valid driver's license.

SUPERVISION RECEIVED AND GIVEN

The Employee receives assignments from the Director of Maintenance or designated staff in absence. The employee initiates and follows through the assignments with minimal supervision. Situations that arise and are not covered by instructions are referred to the Manager or dealt with independently, depending on the circumstances.

This is not a supervisory position.

PERSONAL CONTACTS

The employee has contact with Property employees, residents, manager, regional, state, and local officials, vendors, and owners. Normally, contacts require a friendly, courteous attitude toward residents and fellow employees. Occasionally, the employee may be involved in negotiation or controversial matters, which require extra tact and diplomacy.

PHYSICAL DEMANDS

Work is performed both indoors and outdoors and involves physical exertion such as climbing, walking, overhead work, stooping kneeling, heavy lifting, and repetitious motion. Employee must be able to lift 25lbs or more, have extensive mobility and be in excellent physical condition.

WORK ENVIRONMENT

Work involves moderate risks, which are common to contractors and engineers such as exposure to fumes, animals, dust, slippery or uneven sidewalks, machinery, chemicals, electricity, etc. Work may require special safety precautions and use of protective clothing or gear such as helmet, mask, goggles, or steel-toe shoes.