

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Maintenance Tech I

NON-EXEMPT

SUPERVISOR: Director of Maintenance

Duties and Responsibilities

Responsible for general maintenance of Authority housing developments and grounds. Performs major carpentry, electrical, and plumbing repairs, apartment make readies, preventative maintenance and general repairs on mechanical equipment in response to service requests and inspections of units at assigned housing development. Specific duties include the following:

Makes daily rounds of housing development and grounds to identify maintenance needs and removes trash and discarded items. Also check dumpster areas throughout the day.

Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and breaker switches/fuses, light ballast. Checks for and repairs gas leaks.

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

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

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

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

Reads and maintains gas and electricity meters of all types. (Dial, digital and smart meters)

Must be able to physically access all exterior and interior parts of the property, including common areas and amenities.

Must be able to deal with moderate to high levels of stress due to meeting deadlines, constant reprioritizing and supervising employees.

Coordinate, schedule and prepare vacant apartment units for move - in.

Inspect all vacant to determine make-ready needs. Coordinate effort with Property Manager to create schedule and assignments. If major appliances or flooring.

Provide input to Property Manager to determine needs for next fiscal year budget.

Coordinate, schedule and perform preventative maintenance on equipment and units.

Check gates to pool area for proper operation and ensure the gates are always locked.

Responsible for overall organization and cleanliness of work areas and maintenance shops.

Must have flexibility to work at other properties as required by management team.

Function as a member of the Property Emergency Team to assist with hazardous weather problems, fires, floods, freezes, etc.

Adhere to the Company's confidentiality policy.

Respect and maintain the confidentiality of medical information of other employees.

Adhere to the highest legal and ethical standards/ practices.

May delegate work to subordinate staff and monitor their work per Maintenance Manager's instructions.

Works on emergency work orders and after hours.

Ensure grounds contractor is notified and inspects work for quality and completion by contractor.

Performs other related duties as assigned.

Qualifications and Knowledge

High school graduate or GED required. 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. • Certified Apartment Maintenance Technician (CAMT) preferred. Must be able to pass Gas Pipeline Test (as required by TRRC).

Knowledge and experience with internet, Microsoft Office (i.e. Word, Excel) or similar software.

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

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

Skill in the use of various hand and power tools, and test equipment.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to perform duties with minimal supervision and exercise good judgement in evaluating situations that arise

Ability to read and understand moderately complex repair manuals, blueprints 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 and eligibility for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives instructions from the Director of Maintenance. 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 may supervise other maintenance employees in the absence of Director of Maintenance and monitors subordinates work and evaluates their performance.

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, 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 a combination of 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, safety boots, masks, waist support belts, and other safety equipment.