

# WACO HOUSING AUTHORITY & AFFILIATES

## POSITION DESCRIPTION

**TITLE: Maintenance Tech II**

**NON-EXEMPT**

**SUPERVISOR: Director of Maintenance**

### **Duties and Responsibilities**

Performs general apartment maintenance and repair tasks at the level of an ordinary skilled 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.

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, 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, garbage disposal, 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.

Works emergency and after-hours as assigned by the Director of Maintenance or Technician I.

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.

Performs other related duties as assigned.

## **Qualifications and Knowledge**

High school graduate or GED required. 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. 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 systems.

Good 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 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 in their absence a designated Technician I. 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 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 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.