



**KNOX COUNTY HOUSING AUTHORITY  
POSITION DESCRIPTION**

**TITLE:** MAINTENANCE TECHNICIAN I

**STATUS:** NON-EXEMPT

**REVISED:** 12/23/2015

**SALARY:** \$24,000—\$32,000 Commensurate with Experience

**REPORTS TO:** Property Manager

**SUPERVISION EXERCISES:** None

**JOB SUMMARY:**

The Maintenance Technician I performs various unskilled, semi-skilled, and skilled tasks in the general maintenance, repair, cleaning, care, and upkeep of grounds, equipment, dwelling units, buildings, and facilities, with responsibility for work performance in several capacities. The work requires the use of hand, machine, and power tools and a variety of other mechanical equipment. Assignments for this position are received orally, or through written work orders, and/or written instructions, sketches and/or diagrams. Maintenance Technicians work alone or as a member of a group of maintenance employees, with assignments made on the basis of demonstrated skills and abilities. Maintenance Technicians work in a variety of environments, including adverse weather conditions. This position will have considerable resident contact due to the nature of work assignments.

**MAJOR DUTIES AND RESPONSIBILITIES INCLUDE**

1. Must practice safety precautions and be safety conscious at all times.
2. Performs specific grounds care tasks in accordance with established procedures. The tasks include, but are not limited to: mowing, trimming, edging, pruning, fertilizing, watering, reseeding; applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs; removing snow, spreading sand and/or ice-melt, etc.
3. Makes ground care decisions such as cutting height, pruning, plant spacing and applying insecticides.

2. Operates and maintains powered grounds care equipment such as tractor mowers, riding mowers, push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders and chain saws.
3. Uses and maintains non-powered grounds care equipment such as shovels, axes, hoes, wheelbarrows, saws, trimmers and hedge clippers.
4. Reports to immediate supervisor any items requiring maintenance as well as any unusual or unsafe conditions.
5. Transports trash and debris to landfill using a predetermined route of travel. Prepares vacant units for occupancy by way of removing items and refuse left by former tenants, washing walls, stripping and buffing floors, cleaning appliances and windows and other duties as instructed by the Property Manager.
6. Performs minor maintenance tasks such as replacement of broken or missing window treatments and door hardware; repairing appliances; unstopping sinks, tubs and commodes; repairing commodes and drain pipes; replacing ceiling or wall receptacles, light switches or blown fuses; paint wall and ceilings; repair of wall board; replace tiles and trim; and application of cleaners, sealers and waxes to floors, including necessary preparation of floor surfaces.
7. Assist Maintenance Mechanics with general labor duties in the installation and repair of gas, sewer and water lines, the installation or repair of plumbing fixtures or other similar activities.
8. Assist with litter control on the property.
9. Performs other duties as directed by the Property Manager.

### **GENERAL REQUIREMENTS**

1. Observing the condition of the housing facilities and related systems on an ongoing basis, noting any need for cleaning, servicing, adjustment, repair, or replacement and either initiating responses to such needs or reporting same to the Property Manager.
2. Responding to calls for off-shift, week-end, or holiday emergency maintenance coverage as reasonably required by the Property Manager.
3. Assisting other maintenance employees as necessary to assure the safe, efficient completion of their work and perform such other maintenance-related tasks as may be assigned by the Property Manager.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities and equipment.

2. Knowledge of general grounds care procedures and maintenance.
3. Ability to exercise care in the use of materials, equipment and tools.
4. Ability to follow oral and written instructions.
5. Ability to perform tasks requiring moderately heavy manual work.
6. Ability to establish and maintain effective working relationships with other employees, residents and the general public.

### **EDUCATION AND EXPERIENCE**

1. Must have completed the 8th grade. Graduation from an accredited high school desirable.
2. One year of working experience in the care and maintenance of buildings and/or grounds.
3. Or an equivalent combination of technical training and experience to meet the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

1. Must have a valid State of Illinois vehicle operator's license.
2. Must be bondable.
3. Must have or be capable of obtaining a valid State of Illinois commercial vehicle operators license.
4. Must be capable of standing, walking and lifting/carry materials weighing up to 50 pounds.