



TITLE: MAINTENANCE TECHNICIAN I

STATUS: NON-EXEMPT

REVISED: 07/02/2019

SALARY: \$24,000—\$36,000 Commensurate with Experience

REPORTS TO: Property Manager

SUPERVISION EXERCISES: N/A

Perform maintenance, grounds care and custodial duties as assigned. This is the entry level position into the Maintenance Department. Duties include, but are not limited to: mowing with push-type and riding mowers, edging, trimming, raking and debris pick-up, reseeding, fertilizing, installing and repairing curbing, pavement and sidewalks, cleaning out vacant units, cleaning offices and common areas in project offices, providing labor support to other maintenance mechanics and any other tasks as assigned. Maintenance Technician I is responsible to dress for the weather.

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 washing walls, stripping and buffing floors, cleaning appliances and windows and other duties as instructed by the Property Manager or Deputy Director.
6. Performs minor maintenance tasks such as repairing washers; unstopping sinks, tubs and commodes; repairing commodes and drain pipes; replacing ceiling or wall receptacles, light switches or blown fuses; paint surfaces cabinets, equipment; etc.
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. Performs other duties as directed by the Property Manager or Deputy Director.

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.
7. Experience and proficiency utilizing the types of tools and machines common to multifamily dwellings (Including, but not limited to): Assorted screwdrivers, (Phillips and flat, small and large), pliers, adjustable wrenches, assorted nut drivers and socket sets, Allen wrenches, electric multi-meter, gauges, hammers, drills, various saws or cutting equipment, wire cutters and strippers/crimpers, flash light, levels, tape measure, wood chisel, razors.

EDUCATION AND EXPERIENCE

1. Graduation from a standard high school
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.

QUALIFICATIONS:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Experience performing basic plumbing and electrical maintenance and repairs, small painting jobs, and minor carpentry work.
2. Ability to assess need for more extensive repairs or replacements of appliances and building components.
3. Must be organized and professional.
4. Must be able to lift and carry up to 50 lbs., including up and down a flight of stairs.
5. Employees must have a valid Illinois Driver's license and a good driving record to be insurable under the KCHA's auto insurance. Employees must be capable of picking up and delivering mail to the local post office daily.
6. Although not mandatory, the following qualifications will enhance an individual's chance for success in the job and are desirable.
 - a. Previous experience working with HVAC, electrical, and/or plumbing systems.
 - b. Familiarity and/or fluency in languages and dialects for which there is a current need.

OTHER REQUIREMENTS/MISCELLANEOUS:

1. Supervision Given and Received

The employee receives work assignments and instructions from the Property Manager. Normally, the instructions are broad and general, both written and oral. The individual in this position must be able to work independently, performing relatively complex work in an accurate and timely manner without close supervision. Situations not covered by instructions may be referred to the Property Manager, Assistant Director, or Executive Director or handled by the employee, depending on the circumstances. The employee's work is reviewed sporadically for thoroughness, accomplishment of objectives, and compliance with existing policies and procedures. Employee has no supervisory responsibilities.

2. Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

3. Critical Thinking

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

4. Planning

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

5. Decision Making

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

6. Mental Demand

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

7. Contact

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature,

that failure to exercise proper judgment may result in important tangible or intangible losses to the organization. Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

8. Work Environment

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions; frequently exposed to fumes or airborne particles; and occasionally exposed to toxic or caustic chemicals, extreme heat, risk of electrical shock, vibration. The noise level in the work environment is usually moderate.