

HOUSING AUTHORITY MAINTENANCE STAFF MEMBER

Department: Housing Authority

Reports To: Executive Director of Housing Authority



Position Summary

Under the supervision of the Maintenance Supervisor and the Executive Director of the Housing Authority. This employee will perform a wide range of tasks including but not limited to: cleaning of buildings in all common areas, maintaining equipment, mowing, snow and ice removal, trash removal from buildings, replacing light bulbs as well as minor electrical, air conditioning and appliance repairs.

Examples of Work

- Respond to tenant maintenance needs and or requests
- Clean and prepare vacant apartments for occupancy
- Maintenance of all shop equipment and appliances, furnaces and AC units
- Mowing and trimming of all grounds
- Snow and ice removal from all sidewalks and driveways
- Painting
- Cleaning of common areas of buildings
- Minor plumbing repair
- Trash removal
- Interaction with tenants
- Other duties as deemed necessary or as required to properly maintain all buildings and grounds.

Experience

Must have a wide range of general mechanical knowledge regarding heating, HVAC, plumbing and electrical. Would prefer some working experience in maintenance/janitorial work, or extensive hours and knowledge of DIY experience.

Education

High school diploma preferred.

Skills

Knowledge and understanding of cleaning and caring for buildings and structures. As well as some mechanical knowledge. Must be a self-starter.

Physical Demands

Must be able to walk for extended periods of time, be able to lift up to 30 lbs of weight. Must also be able to withstand being out in the extreme weather for extended periods of time as well as be able to work around chemicals with various odors.

Problem Solving & Decision-Making

Problem solving is a factor in this position. Problems include repairing maintaining sidewalks, and other minor equipment failures. Decision making is a factor in this position. Decisions include determining the proper material and equipment to use for conditions.

Revised 10/2020

Share: HR/Job Descriptions

Financial Accountability

Employee is not responsible for budgetary control of department and does not participate in the annual departmental budgetary process, but must be willing to work within budget constraints.

Supervision

Limited supervision is provided and job-related decisions are reviewed by the Maintenance Supervisor and Executive Director. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations

Continual contact with other Housing Authority staff as well as tenants and their families.

Residency

The employee working in this position is required to reside in Anderson County, or at least within a 30 minute response time.

Working Conditions

Extreme weather conditions, manual labor, and working with fuels and chemicals are factors in this position.

Salary and Hours

The pay scale for this position is \$12.50 – 20.50 per hour with excellent benefits; pay is based off qualifications. This position is normally an 8-hour day shift, forty-hour workweek with occasional emergency call-outs as needed.

Equal Employment Opportunity: The City of Garnett is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to human resources. Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal Form I-9.