

MAINTENANCE TECHNICIAN/MECHANIC

- POSITION SUMMARY
 - The incumbent of this position performs unskilled and semi-skilled maintenance and repair tasks on buildings, apartments, grounds, and equipment. He/she is required to demonstrate rudimentary knowledge of basic heating, carpentry, painting, plumbing, and electricity in the performance of their daily duties. The incumbent of this position receives work direction and guidance from the Facilities Manager and the Executive Director on work associated with the maintenance, repairs, & cleaning of buildings, apartments, grounds, and equipment.
- MAJOR DUTIES AND RESPONSIBILITIES
 - Performs minor plumbing tasks, such as changing faucet washers, stems, seats, etc., and repairing toilets by changing fluid-masters, overflow tubes, guide wires, etc.
 - Performs minor electrical tasks, such as resetting circuit breakers, changing plate covers on switches and outlets, replacing light bulbs, globes, etc.
 - Replaces water heaters & PTAC units.
 - Repairs window screens by measuring and cutting them
 - Performs routine maintenance and repairs to buildings, furniture, and fixtures
 - Performs minor pest-control tasks.
 - Performs floor-tile patching installation by removing the old tile, scraping down the floor surface to remove old cement, applying cement or glue to the floor surface and then laying the tile properly
 - Performs minor building and grounds maintenance and repairs through the use of such tools and equipment as common hand tools, glass cutters, wrenches, pipe cutters, drain augers, shovels, rakes, tractor, UTV, blowers, caulking guns, trowels, etc.
 - Clears snow and ice from buildings and grounds by shoveling, operating a UTV snow plow, snow blower, etc., to ensure tenant safety
 - Assists in moving heavy objects, such as refrigerators, stoves, etc.
 - Performs maintenance of grounds by cleaning up debris, raking grass and leaves, trimming shrubs and trees, etc.
 - Performs necessary painting and cleaning tasks on vacated units as needed
 - Completes any/all assigned work orders
 - Reports lease violations whenever observed to the Property Management Department
 - Performs other duties as assigned by the Facilities Manager and Executive Director
- RELATED KNOWLEDGE, SKILLS AND ABILITIES
 - Basic understanding of heating, plumbing, and electricity
 - Knowledge of materials and equipment used in building and grounds maintenance
 - Ability to perform basic maintenance and repairs of buildings, grounds, and equipment
 - Ability to perform minor heating, plumbing, and electrical repairs
 - Ability to use a PC and tablet
 - Ability to effectively communicate with residents, guests, & fellow employees
 - Ability to operate a small snow plow
 - Ability to operate motor vehicles (pick-up truck, van, UTV, tractor, and various trailers)
 - Ability to follow oral and written instructions
 - Ability to lift heavy objects

- PHYSICAL REQUIREMENTS

- Ability to physically access all Authority property
- Ability to lift or handle a variety of appliances and items including refrigerators, sinks, counter tops, fan motors, etc.; ability to handle ranges, refrigerators, PTACs, & water heaters using appliance hand trucks
- Ability to kneel, crawl, stoop, and crouch in order to work in tight or cramped spaces such as attics and crawl spaces; ability to work in these positions for extended periods of time
- Ability to work in wet, damp, hot, cold, or dusty conditions for extended periods of time
- Ability to work while standing for extended periods of time
- Ability to climb a ladder in order to gain access to work areas

Minimum Qualifications:

- High School diploma/GED
- Community college/technical school coursework desirable
- 3 years experience in residential or commercial maintenance/repairs/construction
- Basic computer skills
- Valid driver's license
- Ability to pass police background check
- Ability to be insured under the Authority's bonding & vehicle policies
- Ability to pass a physical examination and drug screening test