

MAINTENANCE TECHNICIAN II

The Superior Housing Authority is currently accepting applications for the position of Maintenance Technician II. Come join a team of committed, compassionate, and performance driven group of individuals that strive to make a difference in the community.

This is a full-time position. This also includes competitive pay, plus an estimated annual benefit package of \$40,000 which includes: Health, Life, AD&D insurance; and State pension with employer matching contribution. Additional benefits include: vacation, sick, personal leave and eleven paid holidays.

The desired educational experience would include: high school graduate or GED; and two years' work experience in a related field. Any combination of education and/or work experience as may be acceptable by the Executive Director

The Superior Housing Authority is an equal opportunity employer. Women and minorities are encouraged to apply.

SUPERIOR HOUSING AUTHORITY OF SUPERIOR JOB DESCRIPTION

Title:	Maintenance Technician II
Department:	Maintenance
Reports To:	Property Manager/Director of Technical Services
Prepared Date:	June 15, 2022

SUMMARY:

Performs custodial/janitorial and maintenance work, which involves the maintenance of buildings, grounds and equipment. All maintenance work is to be accomplished in accordance with the Superior Housing Authority's Policies and Procedures. The following are considered essential functions for the job.

DUTIES:

Responsible to maintain all aspects of properties, including, but not limited to: grounds, sidewalks, driveways, common areas, exterior and interior of residential and common buildings, and all mechanical and electrical equipment at all public, private and new development housing units.

Responsible to perform routine maintenance and repairs as assigned. Routine maintenance and repairs include but are not limited to; caulking, minor electrical unplug sinks and toilets, faucet repair and replacement, wall prep/patching, and appliance repair.

Assist with electrical, heating and plumbing repairs, such as but not limited to, replace light fixtures, receptacles, trouble shoot HVAC repairs and replace sink traps and drains.

Responsible to report to the Supervisor any physical breakdowns, damage, repairs or liabilities pertaining to the maintenance operation, including, but not limited to: equipment, structures, grounds, inventory, and general maintenance.

Assist in the preparation of units for re-rental.

Maintain grounds throughout seasonal changes: lawn care, landscaping and snow/ice removal.

Responsible to carry and utilize communications equipment for efficient maintenance operations, including, but not limited to: tablets, cell phone, etc. Communication equipment must be turned on anytime employee is on-duty or on-call.

Responsible to assist with inspections, including, but not limited to: move-in, move-out, annual, heating & mechanical, buildings & grounds, and preventative maintenance inspections as needed.

Responsible to maintain grounds, sidewalks, driveways, common areas, exterior and interior of residential and common buildings at all public, private and new development housing units.

Work with contractors.

Performs Laborer and Maintenance Technician duties as needed.

Document and respond to service calls as assigned.

Must be available after and before normal working hours for scheduled maintenance work and on call.

Performs other duties as assigned.

Develops and maintains good working relationships with SHA staff, residents, contractors and the public.

QUALIFICATIONS/REQUIREMENTS:

Knowledge, Skills and Abilities

1. Knowledge of general building safety and maintenance skills
2. Knowledge of and ability to properly use: maintenance tools equipment and supplies.
3. Ability to learn and apply applicable laws and regulations regarding privacy and confidentiality and the ability to implement laws and regulations.
4. Ability to understand and carry out oral and written direction.
5. Ability to express information and instructions clearly whether by phone, correspondence or personal contact; keep accurate records.
6. Ability to work independently, organize workload and manage time effectively.

7. Ability to exercise good judgment, perform work in a courteous and diplomatic manner and establish and maintain harmonious working relationships.
8. Ability to work effectively with people of all social and economic backgrounds.

Education/Experience

1. High School graduate or GED; and
2. Two years work experience in related field.
3. Any combination of education and/or work experience as may be acceptable by the Executive Director.

License/Certification

1. Valid Driver's License is required.
2. Must be eligible to be insured under the SHA auto policy.

Note: The preceding is illustrative of the descriptions of the general nature and level of work being performed by people assigned to this job. It is not intended to be inclusive of all responsibilities, duties and skills required for this position. Any information acquired through employment at the Superior Housing Authority is to remain confidential.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, stoop, kneel, crouch, or crawl; and talk or hear and is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms, and perform repetitive motions. They will occasionally be required to sit, climb or balance, and taste or smell. Must be able to regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally exert 100 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust to focus.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The following are examples of equipment used which can affect the environmental conditions notes above: Lawn equipment, to include gas operated lawn mowers, tractors and bobcat, hand held power tools, hand held radios, and cell phones.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If the accommodation cannot be made, because it would cause the employer undue hardship, such person may not be eligible.