

Maintenance Tech II

Nature of Work

This is skilled routine and preventive maintenance work performed for the Provo City Housing Authority. Position is responsible for a variety of maintenance repair assignments depending upon seasonal and workload demands. They also assist with determining routine and preventive maintenance needs in and around public housing authority properties and other owned housing units. Job duties include performing skilled repair activities in carpentry, appliance repair, electrical repair, plumbing repair, sheet rock repair, painting and related preventive maintenance activities. Incumbents also perform landscaping duties and prepare and paint vacant apartments for occupancy when necessary and are subject to being called out in the event of maintenance emergencies. Job duties require thorough knowledge and experience in the construction and maintenance trades, strong interpersonal and organizational skills, the ability to follow established policies and procedures and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Facilities Manager through review of the quality and timeliness of completed job assignments, ability to interact effectively with co-workers, residents and the public, knowledge of routine and preventive maintenance activities, organizational skills and the ability to consistently adhere to established policies and procedures.

Illustrative Examples of Work

- Cleans, troubleshoots and repairs gas and electric appliances including stoves, refrigerators, garbage disposals, etc.
- Troubleshoots and repairs various types of heating and cooling systems.
- Repairs and/or replaces doors, doorknobs and locks.
- Repairs and patches holes in sheet rock and/or re-hangs sheet rock if necessary.
- Installs and/or replaces ceramic tile, floor tile and linoleum.
- Diagnoses and repairs interior and/or exterior water leaks.
- Cleans parking lots, sidewalks and common areas and removes trash and debris as necessary.
- Replaces and/or repairs electrical outlets, receptacles and switches.
- Replaces broken concrete in sidewalks and driveways and patches small areas of asphalt.
- Repairs broken windows and screens and repairs vinyl siding and soffit.
- Repairs and/or replaces copper, galvanized, or PVC pipes, valves and other plumbing fixtures.
- Assists with determining routine and preventive maintenance needs and priorities.
- Assists with receiving and stocking supplies and materials utilized for maintenance operations.
- Unstops sewer lines using electrical or hand held augers.
- Digs holes and trenches in preparation for work to be done by contractors and/or

other maintenance personnel.

- Removes snow from grounds, sidewalks, driveways, etc. either by plowing, snow blowing and/or shoveling.
- Repairs, removes and/or replaces wall and space heaters, central heating systems, cooking ranges, thermostats and controls and cleans and adjusts flues, burners and pilots for safe and proper combustion.
- Lifts loads and unloads heavy objects such as stoves, refrigerators, water heaters, etc.
- Repairs alarm systems including sensors, controls, etc.
- Installs and inspects smoke and carbon monoxide detectors as needed.
- Assists with ordering materials, supplies and equipment for the maintenance department and scheduling the work of other maintenance personnel.
- Inspects apartments to determine needed repairs and cleaning needs.
- Cleans, prepares and paints apartments for occupancy after the previous resident has vacated the unit.
- Paints occupied units when necessary and/or in accordance with established schedules.
- Assists with training new maintenance staff when required.
- Reads resident's utility meters to determine monthly utilization.
- Repairs mechanical equipment including shop equipment, power tools, hand tools, hedge trimmers, etc. and ensures that all maintenance equipment and machinery are properly maintained.
- Cleans up debris after performing repair activities and removes garbage and other debris from common areas.
- Troubleshoots and repairs gas furnaces, water heaters and stoves and responds to reports of gas odor and/or leaks.
- Checks the exterior lighting in neighborhoods and fire extinguishers in accordance with established schedules.
- Troubleshoots and repairs air conditioning units and refrigerators.
- Keeps all vehicles, tools and equipment in good operating order.
- Performs related work as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with extensive vocational craft training; a minimum of three years' experience in plumbing, appliance repair, carpentry and/or electrical repair; ability to interact with the public and co-workers in a tactful manner; sufficient strength and agility to perform all required duties in a variety of weather conditions; strong organizational skills; ability to consistently follow established policies and procedures; or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of the materials and methods used for industrial cleaning operations including familiarity with floor care products, solvents and cleaning agents.

- Thorough knowledge of the methods, materials, tools and practices associated with plumbing, appliance repair, carpentry and electrical repair.
- Thorough knowledge of one or more of the following technical areas: welding, painting, residential construction, roofing, masonry, landscaping, or air conditioning/refrigeration.
- Thorough knowledge of the hazards and safety precautions associated with all maintenance activities including the proper use of respirators, safety equipment, lock out procedures and the use of solvents and lawn/pesticide chemicals (including MSDS specifications).
- Thorough knowledge of commonly utilized landscaping and lawn care maintenance techniques and practices.
- Ability to communicate clearly and effectively with co-workers, residents and the public.
- Ability to plan and organize job assignments in an efficient manner.
- Ability to troubleshoot and repair all aspects of building maintenance including appliances, interior and exterior surfaces, heating and air conditioning units and plumbing fixtures.
- Ability to assist in the training and education of less experienced maintenance staff.
- Ability to consistently follow established operating policies and procedures involving maintenance operations.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the care and use of the power and hand tools and equipment associated with routine and preventive maintenance activities.
- Skill in the operation of motor vehicles including pick up trucks and automobiles.

Necessary Special Requirements

- Possession of a valid Utah driver's license and the ability to be insured at standard vehicle liability rates.