HOUSING AUTHORITY OF PROVO

Facilities Maintenance Technician Job Posting

Organization: Provo City Housing Authority.

Job Title: Facilities Maintenance Technician.

Location: Provo, Utah.

Job Type: Full-time, 40 hours per week.

Shift and Schedule: Monday through Thursday, 10-hour shifts, on-call rotations.

Pay Range: Between $23.42 and $26.34 an hour, commensurate with experience.

About Us: Provo City Housing Authority is dedicated to providing safe, affordable housing for individuals and families in our community. As a vital part of our mission, we are seeking a skilled Maintenance Technician to join our team. If you are passionate about ensuring the well-being of residents and maintaining high-quality housing facilities, we encourage you to apply.

Job Description: Under the general supervision of a Facilities Manager or designee, responsible for maintaining the grounds of all agency-managed properties. These tasks are to be performed at a level that supports the agency's efforts to provide a safe and sanitary space for its residents, improve curb-appeal, and achieve the highest rating on HUD's evaluation systems. The position will operate and maintain approved power tools and light mechanical equipment. The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

Responsibilities:

- Maintain all agency-owned properties including mowing, hedge trimming, weeding, blowing, and repairing irrigation systems.
- Remove and properly dispose of debris, litter, limbs, excessive leaves, trash, furniture, animal fouling, etc.
- Clean and make minor repairs to roofs, gutters, soffits, etc.
- Keep walkways, entryways, and other assigned areas cleared of mud, dirt, rocks, debris, and excessive leaves and/or limbs by blowing or pressure washing as needed.
- Cultivate flower beds, shrubs, grass, and trees, including planting, trimming, pruning, weeding, mowing, edging, laying sod, applying herbicides, and fertilizing as instructed.
- Trim and/or remove trees and bushes as directed.
- Mitigate any safety issues immediately upon discovery, including tripping hazards, filling holes, etc.
- Secure and maintain tools and equipment, ensuring tractors and mowers are properly fueled.

- Serve on unit run-around team by painting, repairing, or cleaning units when needed.
- Maintain and perform basic maintenance to hand tools, diagnostic equipment, power tools, and other items utilized; cleans, sharpens, adjusts, and repairs tools, changes oil, filters, cleans equipment, and performs other preventive and restorative maintenance services.
- Assist in preventive maintenance tasks as assigned, such as checking smoke detectors, checking emergency lights, replacing light bulbs, cleaning dryer vents, changing door locksets, etc.
- Assist in performing general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, painting parking bay lines, and ensuring placement of appropriate signs as directed.
- Reports all unusual circumstances such as vandalism, missing light bulbs or fixtures, missing smoke detectors, etc. to the Facilities Manager.
- Reports supply needs to the Facilities Manager.
- Assist in transporting, moving, leading, and unloading of cabinets, counters, appliances, furniture, supplies, materials, etc., as assigned.
- Maintain agency-owned materials in a neat and orderly manner at all times. Maintain a neat and organized work area free of clutter and debris. Upon completion of maintenance tasks, all equipment and supplies shall be cleaned and/or stored appropriately.
- Perform emergency and after-hours work as necessary and/or required and in accordance with agency policies and procedures.
- Follow all established safety procedures and standards.
- Maintain a professional image and attitude in keeping with the objectives of the agency and residents' welfare.
- Accountable for consistent adherence to strong agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of agency materials, supplies, resources, and other assets.
- Participate in the development and implementation of goals, work plans, and performance measures. Continuous improvement of service delivery to assist in attaining the unit/program/department initiatives and goals, agency core strategies, and mission through a spirit of service, teamwork, and respect. Work well with other employees, follow direction, and work well under pressure.
- Attend all required training and safety meetings. Use, maintain, and replace assigned personal protective equipment. Report all injuries and illnesses to supervisor immediately. Complete and submit incident/accident reports as required; report hazardous conditions or unsafe work practices to supervisor. Follow all safety and health guidelines, practices, policies, and procedures.
- Undertake and perform other work-related duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise balance the workload.
- Must carry the "on call" phone as scheduled.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education: High School diploma or GED equivalent preferred.
- Experience: Must have 2 years of housing rehabilitation activities (painting, chalking, and building maintenance). Must have general knowledge of plumbing, electrical, and general building construction activities.
- Licenses and Other Requirements: Must possess and maintain a valid Utah Driver's license and a fully insurable driving record. Must demonstrate legal resident status. Pesticide license required within 90 days of employment.

COMPETENCIES, KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Building construction practices and terminology.
- Standard safety and health program rules, including fire prevention.
- Techniques used in the maintenance and repair of residential buildings and equipment.
- Knowledge of sprinkler repair, small appliances, and landscaping tools.
- Basic Electrical such as wiring outlets and working on switches and three-way switches.
- Plumbing such as assembly of P-Traps, water heater installation and removal, working on faucets, and dealing with drain and sewage stoppages.
- Carpentry including measuring out material and constructing handicap ramps and railings.

ABILITY TO:

- Read schematics, prints, or as-built drawings, and troubleshoot problems.
- Work at nominal heights (does not exceed an 8' ladder) and/or in crawl spaces.
- Operate hand tools and approved power tools.
- Follow verbal and written instructions.
- Work harmoniously and respectfully with staff, residents, and the public.
- Communicate effectively both verbally and in writing with customers and employees.

PREFERRED SKILLS

- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

WORKING CONDITIONS

- Environment: Maintenance and construction sites. Outdoor environment in all types of weather.

- Physical Abilities: Dexterity of hands to operate hand and power tools. Hearing and speaking to exchange information in person and on the telephone. Seeing to read a variety of materials. Lifting, carrying, pushing or pulling light to moderately heavy objects. Bending at the waist, kneeling, crouching or crawling.
- Hazards: Work in inclement weather. Occasional work in unsanitary or infested units. Contact with frustrated, dissatisfied, or rude individuals.

ADDITIONAL NOTES

- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of standing and bending.
- Must be able to lift up to 50 pounds at times.

Benefits:

- Competitive salary: Between $23.42 and $26.34 an hour, commensurate with experience.
- Employer-paid health and dental insurance for employees.
- Retirement benefits: Pension plan and 401(k) with employer match.
- Generous paid time off (PTO) to support work-life balance.
- 12 paid holidays plus additional personal days.
- Flexible 4-day workweek (Monday-Thursday, 10-hour shifts).
- Professional development: Employer-sponsored training, career development, and growth opportunities.
- Wellness perks, including mental health support and an employee assistance program (EAP).
- Meaningful work: Make a real impact by helping families and individuals in need.

How to Apply: If you are interested in joining our team as a Facilities Maintenance Technician, please submit your resume and cover letter detailing your relevant experience and qualifications to joyler@provohousing.org.

Provo City Housing Authority is an equal opportunity employer and values diversity in the workplace. We encourage candidates from all backgrounds to apply.