

## Maintenance Technician

Under the general supervision of a Facilities Manager or designee, perform routine tasks related to the maintenance, repair and modification of buildings, equipment and common areas as requested. Operate and maintain approved power tools and light mechanical equipment.

### **REPRESENTATIVE DUTIES:**

E = Essential Duties

1. Respond to requests for service, plan, organize and perform a variety of property maintenance repair tasks. Initiate and/or receive work orders, determine work requirements, and complete and close out work orders. E
2. Board up broken windows; repair and replace window hardware (provided it is surface mounted), trim, screens, hang pictures, replace/install shades, blinds and hardware; put bypass doors back on track and adjust as needed, replace damaged/stained drop ceiling tile. E
3. Perform minor repairs to (but not replacement of) walls, floors, porches, sidewalks, and fences. Repairs to walls, doors, porches, and fences. Repair or replace doors if replacement does not require replacement of the door frame. Change locks on residential units. Install, repair/replace minor unit and building hardware. E
4. Tree maintenance; fertilization, trimming, and pruning. E
5. Perform or assist with various inspections: pre-REAC; REAC; pest; post move in; vacates;
6. Inspect and report for pests, assist with tenant pest treatment preparations, install pest exclusions. E
7. Assist in performing or perform light grounds maintenance work, collecting and removing trash. Snow removal as needed. E
8. Develop and maintain an inventory of materials needed to complete repairs. E
9. Safely operate light duty service vehicles and equipment; inspect and perform minor service (such as adding oil or coolant, checking or correcting air pressure) Maintain proper operating and safety requirements. E
10. 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. E
11. 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. E
12. Perform related duties and special projects as assigned, consistent with the duties described above. E
13. Must carry the "on call" phone as scheduled, E

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION:**

High School diploma or GED equivalent preferred.

### **EXPERIENCE:**

Must have: 2 years 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 State Driver's License and a fully insurable driving record.

Must demonstrate legal resident status.

Pesticide license required within 90 days of employment.

## **COMPETENCIES, KNOWLEDGE & ABILITIES**

### **KNOWLEDGE OF**

1. Building construction practices and terminology.
2. Standard safety and health program rules, including fire prevention.
3. Techniques used in the maintenance and repair of residential buildings and equipment.
4. Knowledge of sprinkler repair, small appliances and landscaping tools.

### **ABILITY TO:**

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

## **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.
- Standing for long periods of time.

- 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.
- Must be able to lift no more than 50lbs alone.

HAZARDS: ·

- Work in inclement weather.
- Occasional work in unsanitary or infested units.
- Contact with frustrated, dissatisfied, or rude individuals.