



## Maintenance Technician Job Posting

**Organization:** Provo City Housing Authority.

**Job Title:** 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 \$23.00 and \$26.00 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:** We are looking for a Maintenance Technician to undertake the responsibility of preserving the good condition and functionality of our housing units. You will perform various maintenance tasks such as repairs, cleaning, and landscaping to ensure a safe and comfortable living environment for our residents.

### Responsibilities:

- 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.
- 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.
- Perform minor repairs to (but not replacement of) walls, floors, porches, sidewalks, 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.
- Tree maintenance; fertilization, trimming, and pruning.
- Perform or assist with various inspections: pre-REAC; REAC; pest; post move in; and vacates.
- Inspect and report for pests, assist with tenant pest treatment preparations, install pest exclusions.

- Assist in performing or perform light grounds maintenance work, collecting and removing trash. Snow removal as needed.
- Develop and maintain an inventory of materials needed to complete repairs.
- 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.
- 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.
- Perform related duties and special projects as assigned, consistent with the duties described above.
- 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 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 stop-ups.
- 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 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 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 commensurate with experience.
- Health and dental insurance options.
- Retirement savings plan with employer match.
- Paid time off and holidays.
- Opportunities for training and career development.

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