Springfield Metropolitan HOUSING AUTHORITY

POSTED: 02/06/2024 (8:00 A.M.)

PLEASE DO NOT REMOVE THIS POSTING

POSITION OPENING

PUBLIC HOUSING DEPARTMENT

TITLE:	MAINTENANCE TECHNICIAN			
CLASSIFICATION:	HOURLY/NON-EXEMPT			
SALARY RANGE:	$17.424	to	$23.892	Per Hour
	$36,241.92	to	$49,695.36	Per Annum
REPORTS TO:	ASSET MANAGER			
PLACE OF APPLICATION:	SMHA MAIN OFFICE			
OPENING DATE:	02/06/2024			
CLOSING DATE:	02/13/2024 or until position filled			

EDUCATION REQUIREMENTS AND DESIRED QUALIFICATIONS ARE INCLUDED ON THE ATTACHED POSITION DESCRIPTION.

ALL QUALIFIED CANDIDATES MUST BE ABLE TO PROVIDE PROOF OF:
-VALID STATE OF OHIO DRIVER LICENSE AND AUTO INSURANCE
-HIGH SCHOOL DIPLOMA/GED
-COLLEGE DEGREES AND OTHER REQUIRED CREDENTIALS

SMHA IS A DRUG FREE, NON-SMOKING, AND NO WEAPONS ALLOWED WORK PLACE.

SMHA IS AN EQUAL OPPORTUNITY EMPLOYER.

EQUAL HOUSING OPPORTUNITY

Position Title: **Maintenance Technician** As of Date: June 1, 2008

Department: Public Housing

General Statement of Duties:

Responsible for a wide variety of maintenance and repair activities involving masonry, plastering, carpentry, painting, plumbing, steam fitting, sheet metal, electrical, glazing, mechanical, landscaping and other maintenance and repair work associated with maintaining a multi-family property and associates buildings. May provide some technical direction to Maintenance Aides, Laborers or other Maintenance Technicians. Maintains the financial health of the property with the Asset and Assistant Asset Managers. Maximizes the property's income and minimizes expenditures consistent with preservation of the physical plant. Minimizes vacant units and vacancy loss. Requests approval to purchase goods and services only when needed, when policies have been followed, and when funding permits. Coordinates with supervisors to ensure prompt leasing or ready units.

Reports to: Asset Manager or Assistant Asset Manager

Supervises: Staff position, no supervisory responsibilities

Pay Grade: N/A Hourly/Non-exempt

Essential Duties and Responsibilities

1. Assists SMHA in maintaining at least a "standard" performance score under HUD's Assessment system indicators. Maintains the physical condition of the units, buildings and systems. Completes work orders in a timely manner. Maintains resident satisfaction with maintenance and physical plant.

2. Carries out the work of the property in a manner that complies with all applicable Federal State and local laws, regulations, and PHA policies and procedures related to: Civil and Disability rights; fair labor standards and practices; procurement of good and services; rental integrity; OSHA standards; data privacy laws.

3. Completes work orders within prescribed timeframes and to prescribed standards. Reviews assigned work orders to determine materials required to complete the work and prepares appropriate paperwork to order required materials. Specific work may include and may be limited by availability of tools and training, but is not solely limited to: erects simple forms, mixes cement and aggregates, pours same and does the finishing work involved in concrete structures; patches and repairs brick and concrete structures; repairs damaged plastered walls and ceilings; spackles and paints interior and exterior metal, wood and masonry surfaces; repairs plumbing stoppages and repairs leads in copper, soil and iron pipe, replaces washers and gaskets, and makes general service repairs; performs general work involved in repairing roofs, drain boards, and rainspouts; replaces light bulbs, fuses, wall plates, fixture cords and switches or other minor electrical work; tests smoke detectors and

replaces batteries; replaces broken glass and windows; prepares vacant units for re-occupancy; changes lubricants, refuels and perform light maintenance work on equipment and vehicles; mows grass, edges and blows sidewalks and driveways, trims bushes and trees, removes snow at assigned buildings, rakes leaves, plants flowers, bushes and trees, picks up trash and provides other services relating to grounds maintenance; cleans vacant units and appliances; cleans tools and equipment; uses computer to update status of work orders; ensures that all information is recorded on the work order, including materials used.

4. Maintains property, including: upon request of the supervisor, may inspect vacant units; serve on voluntary rotation for emergency calls; in the course of regularly assigned duties walks the property to check for curb appeal, hazardous conditions and other needs.

5. Notifies supervisor as soon as possible of resident intent to vacate or skip-outs. Ensures that the exterior of the property, the route to the unit and the unit itself is clean and attractive prior to showing to a prospective resident.

6. Maintains adequate systems for resident safety and security. Deals promptly with any hazardous situations to prevent accidents. Notifies the supervisor of any potential criminal activity and/or drug-related criminal activity observed.

7. Recommends improved operating policies and procedures.

Other Duties and Responsibilities

1. Will perform other duties as assigned.

Minimum Education Requirements, Licenses, Skills, Abilities, Experience

- Must possess a high school diploma or its equivalent.
- Must have the mechanical aptitude to perform all maintenance tasks with a minimal amount of instruction.
- Good working knowledge of tools and their proper use.
- Must be able to apply safety precautions in performance and possess the skills necessary to maintain SMHA properties effectively.
- Ability to understand oral and written instructions.
- Must possess a valid Ohio driver's license and show evidence of personal vehicle insurance.
- Must possess strong customer service skills.

- Physical Demands
  Standing: remaining on one's feet in an upright position.
  Walking: moving about on foot.
  Climbing: pulling or moving the body above ground level.
  Sitting: remaining in the normal seated position.
  Lifting: raising or lowering an object from one level to another.
  Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm or shoulder.
Eye/Hand/Foot Coordination: performing work through using two or more.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping or otherwise working with fingers.
Hearing: perceiving the nature of sounds by the ear.
Reaching: extending the hand(s) and arm(s) in any direction.
Talking: expressing or exchanging ideas by means of spoken words.
Repetitive Motions: making frequent movements with a part of the body.
Driving: moving body parts for automobile operations.

- Physical Strength
  Lifting: raising or lowering an object 10-50 pounds.

- Vision Requirements
  Far Acuity: ability to see clearly at 20 feet or more.
  Near Acuity: ability to see clearly at 20 inches or less.
  Field of Vision: ability to see peripherally.

- Mental Demands
  Memorization
  Oral Comprehension
  Written Comprehension

- Environmental/Working Conditions
  May be exposed to extremes of hot and cold in all weather conditions.

A combination of appropriate education and experience may be substituted for the minimum educational requirement.

Interpretation (policies, procedures, or practices)

Majority of job-related duties are guided by SMHA procedures, personnel policies and procedures, HUD rules and regulations.

Internal/External Contacts

Frequent verbal contact with residents and other division related to the above listed functions.

Scope of Responsibility

Problem Solving – Determines the necessary material required to complete work orders. Necessary skills to repair HVAC and electrical equipment.

Decision Making – Makes decisions regarding specific tasks or conditions within the limitations of specific guidelines and policies. Determines the proper working condition of the equipment and which equipment must be repaired and/or replaced.

Nature of Supervision – Works independently. Receives general supervision as needed.

Working Conditions

Pressure due to multiple calls and inquires.
Exposed to high precarious places.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Fluctuating workflow.
Potential for confrontations with residents.
Stress related to active position.
Exterior and Interior maintenance environment.

The work environment will vary. Part of the time it will be that of a normal office setting. The other part will include walking inside and outside the housing buildings. Pressure can stem from the volume of work, time demands, and the urgency of resident needs. Dealing with a wide range of personalities can exacerbate a stressful environment.

"At Will" Employment for Employees: The Employment of probationary employees is terminable, at will, and nothing expressed in the Personnel Policy or otherwise, either expressed or implied, shall create any promise or guarantee of continued employment.

The Springfield Metropolitan Housing Authority is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, SMHA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

THIS POSITION DESCRIPTION WAS RECEIVED, READ AND UNDERSTOOD BY ME.

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Signature Date