
POSITION TITLE: MAINTENANCE TECHNICIAN II

April 2018

REPORTS TO: Property Manager

SUPERVISES: None

STATUS: Non-Exempt

SUMMARY:

Performs general maintenance functions including sheetrock repair, light carpentry, minor electrical, interior/exterior painting and minor plumbing and other facility repairs as may be assigned. Performs custodial duties of sweeping, dusting, mopping, vacuuming, trash collection/disposal, window cleaning, and general facilities upkeep as instructed. Maintains exterior appearance of facility grounds and walkways, including manual and mechanized snow removal. Insures building security, safety and maintains inventory of janitorial and maintenance supplies. May coordinate and oversee the work of sub-contractors and casual labor. Maintains work notes in ticket system. Compliance of rental assistance units with HUD minimum property standards for program participants and per contract provisions as scheduled.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Responsible for turning in all paperwork for a given task. (ie, manuals, receipts etc.)
- Responsible for building and grounds maintenance as assigned, including sweeping, yard and exterior maintenance, etc., to assure the facility meets safety and health standards.
- Performs snow and ice removal, utilizing shovels, snow blower, plow, sander and other related equipment.
- Maintains inventory of janitorial and maintenance supplies; requisitions supplies and/or equipment as needed.
- Prepares vacant apartment(s) for tenancy, including any and all work needed to make ready for new resident(s), i.e., wall repair, carpet cleaning; painting; changing of door locks; cleaning of fixtures, mini-blinds; minor plumbing repair; some carpentry; and minor electrical.
- Assists with other repairs and maintenance.
- Maintains on going notes/ticket system.
- Corrects HQS deficiencies within compliance dates.
- Essential functions

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Oversees the work of sub-contractors and casual laborers as needed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of custodial principles and practices.
- Knowledge of proper sanitary procedures.
- Extensive knowledge of minor repairs and maintenance.
- Knowledge of basic tools and necessary supplies for completion of common tasks.
- Ability to operate snow removal equipment, including snow blower and plowing equipment.
- Ability to utilize resources in an efficient and economical manner.
- An ability to maintain inventory systems.
- Ability to communicate effectively with staff and the general public using tact, courtesy and good judgment.
- Ability to understand and execute oral and written instructions, policies and procedures.
- Ability to work independently with a minimum amount of supervision and make decisions regarding work methods and priorities.
- Ability to treat sensitive information and material with the appropriate level of confidentiality.
- Ability to lift 50 lbs. on a regular and consistent basis and 75 pounds on an occasional basis.
- Ability and willingness to work flexible hours.
- Safe driving practices.

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- Knowledge of the geographic area served to support efficient inspection travel patterns
- Ability to troubleshoot maintenance issues and regulations to housing conditions.
- Basic computer literacy, including e-mail and calendar use.
- Be aware and report to manager non-compliance issues.

WORKING CONDITIONS:

An ability and willingness to travel is necessary as work will be performed at various locations throughout the Tri-county area. Working conditions will include indoor and outdoor environments, crawl spaces, and other non-traditional working areas. Physical demands include regular pushing, pulling, sitting, climbing, twisting, kneeling, crouching and crawling. Four season travel will be required.

REQUIRED EDUCATION OR EXPERIENCE:

Five years multi-family unit housing maintenance experience; or Associates Degree, or equivalent, in maintenance/construction related field and two years' experience performing maintenance/construction work;

or

Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

REQUIRED CERTIFICATIONS AND LICENSE:

Valid driver's license in state of residence.

Auto insurance in the amount required by the State of Washington

Physical examination within three weeks of employment

Acceptable completion of a criminal history background check