



Maintenance Technician/ Job Description & Responsibilities

Knowledge of:

Basic principles and practices of routine custodial practices and maintenance. Basic equipment, tools and materials used in the custodial and maintenance function. The operation of automotive equipment. Basic job safe practices used in the maintenance and custodial function. Use of maintenance hand and power tools and equipment. Basic shop math, correct use of oral and written English. Fair Housing Training will be required annually and will be scheduled by a direct supervisor.

Work Responsibilities:

Clock in daily by utilizing Mobile Timeclock Plus to maintain time logs for all assignments and prepare personal time sheets for supervisor's approval. Communicate with the Property Managers daily and assist with paperwork as needed. Inspect grounds and buildings on a regular basis, we must be proactive and address issues as they arise as a cost savings measure. If grounds seem unkempt, notify Property Manager, and then coordinate with contractor so they may correct issues.

Complete work orders within thirty days from the inspection. Emergency work orders must be completed within twenty-four hours. If the tenant is unavailable or non-responsive to schedule maintenance, post a proper notice on the tenant's door so that you may enter the unit and complete the needed repairs. If work is to be completed by an outside contractor, communicate with the property manager, get vendor, and repair approval then schedule such repairs. Purchase small items using charge accounts or petty cash to complete normal repairs.

Clean vacant apartments and perform all make-ready work such as painting, repairing walls and doors, checking systems and appliances, and making any other necessary repairs. Make vacant units ready within 15 days of becoming vacant under the assumption there are no unforeseen events. If such unforeseen events shall occur, then the unit shall be ready as soon as possible. If an outside contractor completes work, monitor the work for timeliness and quality.

Do move-in and move-out inspections and other inspections as scheduled by Property Managers. Move-in inspections must be completed with the tenant on the authorized

move-in date. Move-out inspections must be completed on the move-out date. If the tenant has moved without notice, complete the move out inspection immediately. Notify the property manager of any tenant issues that may be against the tenant rules and regulations.

Licenses and Certificates

Possess an appropriate Idaho Driver License with a driving record acceptable to the Authority.

Physical Abilities and Work Environment

The employee must be able to stand and work for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments. Possess the stamina to perform heavy labor. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places. Drive automotive vehicles. Exposure to hazardous gases and chemical compounds that may be used in the course of cleaning work. Must possess the manual dexterity to use small hand tools. Be able to lift to 50 lbs.

Essential Job Functions:

Duties may include, but are not limited to, the following:

- Clean and maintain housing units and related facilities; Authority offices, conference rooms, break rooms, and workspaces, and related facilities and grounds in accordance with work orders received or supervisory direction.
- Sweep, vacuum, strip, mop, wax, buff, and refinish floors. Vacuum, scrub, and use cleaning agents on carpets. Use necessary hand tools, buffers, scrubbers, and related power equipment in the accomplishment of floor and carpet maintenance.
- Wash walls, doors, windows, and window tracks.
- Undertake routine painting activities. Prepare walls set up for interiors for painting activities. Apply texture. Brush, roll, or spray-paint on walls, trim, or structures. Install and glaze large window elements.
- Perform routine locksmith tasks. Change locks and distribute keys in accordance with Authority policy.
- Utilize, operate, and maintain a variety of hand tools and equipment used in the performance of assigned duties. Utilize necessary and available power tools and equipment.

- Seek repair of damaged/ inoperative equipment.
- Estimate time, materials, and equipment usage for all job assignments. Requisition materials required, request local purchase of needed materials as appropriate.
- Replace burned out light bulbs, light fixtures, receptacle and switch plates, shower heads, faucets, toilet seats, doorknobs, latches, and similar items.
- Clean restrooms, scour and clean sinks and tubs, remove and replace bathroom tile,
- Utilize, operate, and maintain a variety of hand tools and equipment used in the performance of assigned duties. Utilize necessary power tools and equipment only after instruction in safe handling practices by supervisory or assigned lead personnel.
- Adhere to safe work practices and procedures and use safety equipment.
- Operate various motor vehicles used in the course of daily duties and other assigned duties.
- Perform routine vehicle and equipment maintenance and make vehicle and equipment maintenance and equipment safety checks.
- Respond to emergency situations, as called.
- Maintain a professional and cordial attitude towards co-workers and clients.
- Maintain consistent and regular attendance.

Other job functions:

- Perform related duties as assigned by direct supervisor or Executive Director.
- Assist with Central Office events as assigned.

I hereby certify that I have read and understood my responsibilities and will seek assistance from my direct supervisor whenever in doubt.

Maintenance Technician

Date