

## ALBERT LEA HRA - JOB DESCRIPTION

**JOB TITLE: Maintenance**

**PAY GRADE: 3**

**DATE: October 2013**

**REVISION DATE: March 2020**

### I. GENERAL PURPOSE:

- a. Performs routine to skilled maintenance and repair work at public housing units and high-rise; and performs related duties as required.

### II. AUTHORITY/SUBORDINATE RESPONSIBILITIES:

- a. Works under the general direction of the Maintenance Foreman
- b. None generally

### III. POSITION REQUIREMENTS:

- a. The desired qualifications for this position are graduation from high school or GED equivalent with prior work experience maintaining buildings, carpentry, plumbing and general electrical repairs. Position requirements also include the ability to handle stressful situations and sometimes difficult individuals, good oral and written communication skills, and the ability to understand and interpret written regulations.
- b. Must be at least 18 years of age.
- c. Must possess and maintain a valid motor vehicle operator's license.
- d. Must meet requirements of being covered by a dishonesty bond.
- e. Must successfully complete a background check prior to employment with the agency.

### VI. JOB DUTIES:

- a. Maintenance of all Housing and Redevelopment Authority (HRA) grounds and properties, which may include; lawns (mowing, fertilizing, etc.), sidewalks and parking areas (snow removal etc.), sprinkler systems, playgrounds and playground equipment.
- b. Maintain equipment including, but not limited to, trucks, lawn mowers, snow blowers.
- c. Maintains all interior and exterior buildings and office/maintenance equipment.
- d. Repairs and maintains electrical systems and fixtures, light fixtures, kitchen appliances and other electrical items and systems as needed and allowed, as well as fire alarm system and key fob door system.
- e. Works with contractors to ensure compliance and quality control of contract work as required or requested.
- f. Repairs and maintains heating and cooling systems as allowed performs routine inspection of boiler/heating/cooling systems/air handlers as scheduled and/or required. Responsible for water softeners and related systems.
- g. Inspects and maintains generator system; test runs twice per month.
- h. Responsible for annual inspection and maintenance of fire extinguishers.
- i. Responsible for all elevator operations, inspections and operating permits. Works with contractors.
- j. Performs routine carpentry work; repairs/replaces interior and exterior doors and jams, replaces/repairs wood trim, maintains cabinetry and counters, etc.
- k. Paints and repairs interior/exterior of units; textures and paints interior dry wall, patches holes in sheet rock, paints exterior surfaces as needed, etc.

- l. Installs and maintains appliances; refrigerators, kitchen ranges, range hoods, water heaters, etc.
- m. Replaces and maintains window and floor coverings, door locks on vacant and/or occupied apartments and houses.
- n. Performs routine plumbing work as required or allowed.
- o. Orders maintenance and cleaning supplies and equipment as needed. Insures dumpsters and trash room are picked up and maintained.
- p. Completes work orders and related documentation as needed and within acceptable time frames.
- q. Performs cleaning and upkeep of units and common areas.
- r. Responds to after-hours emergency situations (evenings, weekends, Holidays, etc.) as requested or when deemed necessary and appropriate.
- s. Follows procedures as outlined in written protocols established by the HRA targeted to the goal of turning vacant units in a timely manner.
- t. Works effectively with staff, tenants, applicants and members of the general public in a manner that is conducive to a positive work environment and represents the HRA in a favorable manner.
- u. Assists the Executive Director and other HRA staff as needed and performs other duties as assigned or required.
- v. Attends job related conferences and training sessions as requested or required.

V. PHYSICAL DEMANDS:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. Use large motor skills and to lift and carry heavy objects weighing 10 to 60 pounds and to move appliances weighing 100 pounds or more.
- c. Ability to maintain balance and to work at heights up to 35 feet when painting, repairing fans, or repairing rooftops.
- d. Stand, walk or sit for long periods.
- e. Perform repetitive manual labor involved in cleaning and maintenance including the ability to drawl, bend and stoop, crouch and kneel, push and pull, twist and turn, reach and shovel.
- f. Climb ladders or step stools to wash windows, walls, and ceilings or to paint.
- g. May be exposed to in-climate weather on a regular basis as part of their work routine.

VI. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

VII. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.