

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Maintenance Technician I

Supervisor: Lead Technician

Effective Date: January 1, 2012

Position Summary

This is semi-skilled maintenance work related to the Authority's property management function. Reporting to the Lead Maintenance Technician, this position is responsible for completing physical work tasks related to the maintenance and improvement of assigned properties. The incumbent possesses a wide range of skills in one or more trades. Work assignments are received in the form of specific work instructions requiring the ability to interpret instructions and present any conflicts in instructions to superiors.

1. Performs maintenance tasks including electrical, plumbing, carpentry, painting, general repair, vacancy preparation, preventive maintenance and related disciplines.
2. Performs specialized tasks based on abilities that may include electrical repair, plumbing repair, or upper level carpentry tasks. Also, may provide instruction to other staff members.
3. Recommends the assessment of charges to resident accounts for work outside of normal wear and tear in accordance with the dwelling lease.
4. Performs physical work related to vacancy preparation.
5. Represents the Authority on a daily basis on the site in accordance with established policies and procedures. Ensures that the Authority's interests are protected at all times and communicates any issues to the Lead Technician.
6. Conducts pre-REAC inspections and other inspections as instructed by the Lead Technician.
7. Ensures that grounds and common areas are well maintained by removing trash.
8. Attends technical training sessions to ensure proficiency in the applicable trades.
9. Performs after hours emergency services as scheduled.
10. Perform other related duties as required.

Required Knowledge and Abilities

1. Knowledge of principles, practices, tools and materials used in one or more building trades, i.e., carpentry, painting, plumbing, masonry, heating, or electrical trades.

2. Skill in use and care of common hand and power tools used in building and equipment maintenance and construction work.
3. Ability to perform minor maintenance and repairs in one or more trades.
4. Ability to supervise and act as lead worker for lower-level employees.
5. Ability to clearly communicate ideas and instructions orally and in written form.
6. Ability to follow oral and written instructions.
7. Ability to work at elevated heights.
8. Ability to lift 60 pounds from floor to overhead.
9. Ability to perform tasks requiring moderately heavy manual work.
10. Ability to establish and maintain effective working relationships with other employees, residents and the general public.
11. Ability to trouble-shoot general maintenance problems.

Physical Requirements

1. Ability to operate a variety of carpentry, electrical, and plumbing equipment, tools, and machines.
2. Ability to work/inspect in wet, damp, hot, cold, confined, or dusty places.
3. Ability to climb ladders or enter crawl spaces in order to gain access to work areas.
4. Ability to work while standing for extended periods of time.
5. Ability to handle ranges and refrigerators using appliance handtrucks.
6. Ability to move or carry objects up to 60 pounds, including lifting from the ground to overhead.
7. Ability to move or carry objects in excess of 60 pounds with the assistance of a handtruck or additional persons.

Minimum Education, Training and/or Experience

This position requires graduation from an accredited high school with a degree; a minimum of two years experience performing general maintenance duties at a multifamily rental property; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

Special Requirements

1. Possession of a valid State Class I motor vehicle operator's license.
2. Must be insurable by Authority's Fleet insurance carrier.