HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Position Title: Maintenance Technician I	**FLSA Status:** Non-Exempt
Reports To: Lead Technician I	**Department/Level:** Operations
Salary Grade: 16	**Last Updated:** November 1, 2018

POSITION OVERVIEW

This is semi-skilled maintenance work related to the Authority's property management function. Reporting to the Lead Maintenance Technician, the incumbent 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.

DUTIES AND RESPONSIBILITIES

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

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 including furniture and other large items from apartments.

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. Purchases materials according to Authority policy as necessary.

11. 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 perform tasks requiring moderately heavy manual work.

9. Ability to establish and maintain effective working relationships with other employees, residents and the general public.

10. Ability to trouble-shoot general maintenance problems.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

Graduation from an accredited high school and 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.

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 hand trucks.
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 hand truck or additional persons.

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.