

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

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| Position Title: Lead Maintenance Technician II | FLSA Status: Non-Exempt |
| Reports To: Housing Manager | Department/Level: Operations |
| Salary Grade: 19 | Last Updated: November 1, 2018 |

POSITION OVERVIEW

This is highly responsible maintenance work related to the Authority's property management function. Reporting to the Housing Manager, the incumbent is responsible for organizing and completing physical work tasks related to the maintenance and improvement of assigned properties. The incumbent possesses advanced skills in one or more trades and may provide technical expertise in that area. Work assignments are received in the form of broad objectives and specific work instructions requiring the ability to interpret instructions and present any conflicts in instructions to superiors. The position also includes supervisory skills related to directing subordinate employees. Although not licensed, the person in this position will have the knowledge and capabilities to perform various minor HVAC repairs. This required knowledge along with additional work experience differentiates this position from the Lead Technician I.

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 HVAC repair, electrical repair, plumbing repair, or upper level carpentry tasks. Also, may provide instruction to other staff members.
3. Manages and organizes assigned work orders efficiently. Ensures that all work orders are completed and closed in a timely manner. Presents problems related to completion of work orders to Housing Manager.

4. Recommends the referral of work to contractors, when appropriate. This may include grounds maintenance, painting, cleaning, vacancy preparation, pest control, or equipment maintenance.
5. Recommends the assessment of charges to resident accounts for work outside of normal wear and tear in accordance with the dwelling lease.
6. Supports the Housing Manager in the management, receipt and completion of all work orders for the property. Ensures the completion of Emergency Work Orders within 24 hours and the timely management and completion of all other work orders received.
7. Supports the Housing Manager in the vacant unit turnaround function and ensures that units are ready for reoccupancy as quickly as possible. Performs physical work related to vacancy preparation including removal of furniture or other large items.
8. Requisitions appropriate parts and materials for assigned work in accordance with the Authority's procurement policy and/or materials management procedures. Documents the use of parts and materials on work orders.
9. Provides input for needed capital improvements on the assigned properties including items that are recurring in work orders, as requested.
10. 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 Housing Manager.
11. Completes all documentation related to employee records, purchases, inventory, etc. in a manner consistent with Authority policies.
12. Conducts pre-REAC and other inspections as instructed by the Housing Manager.
13. Ensures that grounds and common areas are well maintained by directing trash removal duties. Complete site improvements such as sealcoating parking.
14. Attends technical training sessions to ensure proficiency in the applicable trades.
15. Performs after hours emergency services as scheduled.
16. Performs other related duties as required.

REQUIRED KNOWLEDGE AND ABILITIES

1. Thorough knowledge of the methods, practices, tools and materials used in building maintenance and repair work.
2. Thorough knowledge of occupational hazards and necessary safety precautions applicable to building maintenance work.
3. Skill in the use and care of tools and equipment used in trades concerned.

4. Ability to perform journeyman level tasks in one or more of the building trades and reasonable proficiency in several related fields.
5. Ability to work at elevated heights.
6. Ability to interpret and work from blue prints, sketches and penciled layouts.
7. Ability to understand, interpret and follow company policies.
8. Ability to establish and maintain effective working relationships with employees and residents.
9. Ability to operate automatic and standard shift vehicles.
10. Ability to clearly communicate ideas and instructions orally and in written form.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

Graduation from an accredited high school and a minimum of two years' experience supervising the maintenance of a multi-family rental property with considerable knowledge and abilities related to performing HVAC repairs is also needed. 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 lift objects up to 60 pounds.
7. Ability to move or carry objects in excess of 60 pounds with 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.