

POSITION TITLE: Maintenance Technician 3

DEPARTMENT: Maintenance

STATUS: Non-exempt

POSITION SUMMARY:

The Maintenance Technician 3 is an entry-level position responsible for a variety of property maintenance, cleaning, and repair work on the grounds and in the buildings of the WHA under the direction of a Maintenance Supervisor and in partnership with a Maintenance Technician 2 or above. The Maintenance Tech 3 is an essential employee and is expected to report for work during weather events and other emergencies at any hour, as declared by the WHA. **Regular hours for this position are Tuesday through Saturday, 8:00 a.m. – 4:30 p.m., with occasional overtime as needed.**

ESSENTIAL FUNCTIONS:

1. Completes cleaning and repair tasks in vacant units to prepare them for market-ready status in a timely manner.
2. Performs exterior and interior cleaning of WHA properties including, but not limited to, cellars, offices, community spaces, interiors, stairwells, hallways, and grounds.
3. Performs minor repairs to buildings, appliances, and equipment that do not require the skill and training of a journeyman or the need for a license, including electrical, plumbing, HVAC, carpentry, painting, plastering, and appliance repair.
4. Assists with building preventative maintenance procedures such as inspections, documentation, and reporting.
5. Responsible for extreme weather and emergency response (fire, flood, snow/ice removal, etc.) at any/all hours of the day as designated by supervisor(s).
6. Performs landscaping functions including, but not limited to, daily grounds maintenance, lawn mowing, leaf blowing, de-weeding, pruning, etc.
7. Operates and maintains maintenance equipment including, but not limited to, WHA vehicles, snow equipment, lawn equipment, small hand and power tools.
8. Provides assistance to licensed exterminators; monitors and reports on pest activity.
9. Communicates consistently with supervisors and property managers on building and resident issues, concerns, and conditions.
10. Performs similar, job-related duties and special projects as assigned.

MINIMUM QUALIFICATIONS & SKILLS REQUIRED:

1. Two (2) years' experience in a maintenance, trade, or custodial position (equivalent experience in related disciplines will be considered).
2. Ability to perform both heavy and light manual physical labor and pass a comprehensive physical exam.
3. Ability to utilize a mobile device and basic software applications for receiving, documenting, tracking, and completing assigned work orders; checking and responding to emails; and text communications.
4. Possess a calm and personable demeanor and strong interpersonal communication and customer service skills, including problem solving and de-escalation.
5. Ability to work independently or on a team and to apply good judgment.
6. Possess a valid, insurable driver's license.
7. Must be able to provide references and pass a CORI background check and drug screen.

ENVIRONMENTAL & PHYSICAL REQUIREMENTS:

This position requires working indoors and outdoors in all weather conditions and is subject to heavy and strenuous work. May encounter undesirable pests.

Environmental Parameters:

1. Ability to work in a public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas, roofs, outside areas of properties] in all weather conditions [hot, cold, humid, dry and wet].
2. Ability to work in an environment with conditions such as sleet, snow, dust and dirt, as well as cramped quarters and high places.
3. Ability to work in environment with conditions which may include: fumes, odors, gases, chemicals, dust, grass, weeds and pollen as well as decibels in the range of 30-65.

Physical Requirements:

1. Constant [over 70% of the time]
 - a. Repetitive arm/hand movement
 - b. Eyesight and hearing
 - c. Bending and twisting at waist
 - d. Reaching above shoulder
 - e. Lifting and carrying 25 pounds
 - f. Driving
2. Frequent [30-70% of the time]
 - a. Lifting 50 pounds
 - b. Climbing ladders
 - c. Kneeling and squatting
 - d. Standing and walking
3. Occasional [10-30% of the time]
 - a. Sitting
 - b. Lifting up to 75 pounds
 - c. Pushing and pulling
 - d. Crawling
 - e. Climbing stairs