

**POSITION TITLE:** Materials & Information Liaison

**DEPARTMENT:** Maintenance

**STATUS:** Non-Exempt

**SALARY:** \$20.92/hour (AFSCME Union, Level 3)

**POSITION SUMMARY:**

Reporting to the Assistant Director of Maintenance, the Materials & Information Liaison will be responsible for delivering, loading, and unloading materials, parts, supplies, and equipment, as well as assisting with organizing and maintaining maintenance inventories at all WHA properties. The Materials & Information Liaison may also be utilized in distributing information to residents and acting as a liaison, encouraging resident and outside vendor cooperation and coordination with WHA personnel during maintenance projects, renovations, pest exterminations, and property inspections. Onsite (not remote) position, standard business hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.

**ESSENTIAL FUNCTIONS:**

1. Loads, delivers, and unloads packages, materials, parts, supplies, and equipment, including scrap metal, appliances, maintenance equipment, and furniture at WHA properties.
2. Prepares orders of materials and supplies for maintenance personnel as requested.
3. Tracks and maintains inventory at all buildings, verifying items received and used with receipts, invoices and purchase orders; reports any discrepancies to the Director of Maintenance.
4. Follows up throughout maintenance projects as required to evaluate supply and equipment needs and confirm work spaces are adequately prepped.
5. Escorts and provides vendors and contractors access to WHA worksites, including providing traffic control as needed during projects to ensure safe and secure conditions.
6. Assists in management of WHA vehicle fleet. Ensures vehicles are brought in for routine maintenance and refueled as needed. Records any service repairs required and creates necessary work orders.
7. Position involves a significant amount of walking between projects and building, and the physical ability to frequently walk up and down stairs.
8. This position requires working outdoors and indoors and in all weather conditions; is subject to heavy and strenuous work, as well as a significant amount of walking between projects and buildings, the physical ability to frequently walk up and down stairs, and may encounter undesirable pests. A WHA employee in this position must be able to meet all of these requirements.

**OTHER RESPONSIBILITIES:**

1. Performs similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school diploma or equivalent;
2. Excellent interpersonal communication and customer service skills.
3. Ability to use Microsoft Office software (Word, Excel, Outlook), as well as a smartphone and basic computer data entry software.
4. Self-starter; ability to use independent judgment and maintain composure under pressure.
5. Trustworthy, ability to maintain confidentiality, ethical standards, and personal integrity in line with WHA core values and expectations.
6. Ability to stand, drive, lift, squat, walk, and climb stairs while safely carrying packages and materials, and operate equipment for eight (8) hour shifts;
7. Ability to regularly lift twenty (20) to forty (40) pound boxes; ability to safely push loaded hand-trucks, dollies, and carts;
8. Strong attention to detail; ability to maintain clear and accurate records and identify inaccuracies or discrepancies;
9. Must possess an insurable driver's license in good standing;
10. Must be fully-vaccinated for COVID-19.
11. Ability to be relied upon to be available for work.

**ENVIRONMENTAL AND PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS**

This position requires working outdoors and indoors and in all weather conditions; is subject to heavy and strenuous work; and may encounter undesirable pests. A WHA employee in this position must be able to meet all of these requirements.

**Environmental Parameters**

1. Ability to work in public housing environment [within occupied and unoccupied units, common spaces, boiler rooms, elevators, other closed areas of properties] in all weather conditions.
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, gasses, chemicals, dust, grass, weeds and pollen as well as noise in the range of 30 – 65 decibels.

**Physical Requirements:**

1. Constant [over 70% of the time]
  - Eyesight and hearing
  - Lifting and carrying 25 pounds
  - Driving/ operating equipment
  - Carrying 5 – 10 pounds
  - Pulling 5 – 15 pounds

2. Frequently [30 – 70 % of the time]
  - Carrying 50 pounds
  - Climbing stairs/ladders
  - Standing/walking
  - Carrying 25 - 40 pounds
  - Pushing 15 – 40 pounds
  - Pulling 15 – 40 pounds
  - Repetitive arm/hand movement
  - Bending and twisting at the waist
  - Kneeling and squatting
  - Reaching above shoulder
  
3. Occasionally
  - Sitting
  - Pushing and pulling over 40 pounds