



JOB DESCRIPTION for MAINTENANCE MECHANIC / TECHNICIAN “B”

SUMMARY:

This position is a full-time, hourly staff member and the lone employee in the Maintenance Department, with the exception of temporary or occasional resident stipend or contracted workers/vendors. He or She reports directly to the Public Housing Manager and is responsible for maintaining all buildings, structures, equipment, and appliances of Alto Housing Authority in top condition and working order in a timely fashion. This position requires a skilled working knowledge of all maintenance crafts and trades or the ability to obtain training in required areas within a reasonable time after employment. The Maintenance Mechanic / Technician must also possess sufficient literacy skills to enable accurate, timely and effective record keeping for work orders, use and ordering of material and supplies from inventory, time sheets, to read and comprehend repair and troubleshooting manuals, etc. This includes sufficient computer knowledge to utilize a mobile device for the completion of work orders and/or to communicate electronically with other Housing staff. The Technician must also possess ability to understand budget constraints; provide effective and congenial communications with staff, residents and vendors and exhibit leadership skills while training temporary or contract laborers regarding our expectations during their shift or when supervising contract or stipend workers.

Specific Job Functions:

1. Along with the property manager, plans daily maintenance work based on work orders issued and notifies property manager when assistance from temporary staff or skilled vendor is needed to accomplish repairs in a timely fashion.
2. Along with the property manager, helps to establish a written Preventative Maintenance Procedure / Schedule to maintain units at or above standards for NSPIRE / REAC physical inspection expectations or requirements.
3. Responsible for completion of Make Ready units in timely fashion, up to and including working with Property Manager to arrange for temporary or contract workers for any part of the Make Ready the Technician is unable to complete due to time constraints or other needed tasks.
4. Responsible for all equipment. **** Alto Housing Authority furnishes only basic tools, materials, supplies and SOME specialized tools.**
5. Maintains regular working hours of Monday – Thursday from 8 AM – 4 PM plus Fridays from 8 AM until Noon, with one-hour lunch breaks. Also makes off-duty service calls as emergencies arise.
6. Works with the Intake Clerk to order supplies, materials and equipment for scheduled and anticipated maintenance functions.
7. Works with the Property Manager on maintenance requirements in the preparation of annual budget and budget revisions – Normally conducted in September and October of each year.
8. Maintains a regular schedule for frequent inspections of property for unsafe conditions, reports same to Property Manager, and performs or oversees follow up.
9. Assists and leads in all technical services, such as installation of water heaters, commodes, adjustments and repairs to ranges, refrigerators, furnaces, air conditioners and other tasks as needed.
10. Responsible for **accurate** inventory control and timely work order completion.
11. Responsible for the overall maintenance functions of the Authority to ensure that all dwellings and grounds are maintained in a safe and sanitary condition.
12. Responsible for reporting to Property Manager and/or Executive Director any and all suspected criminal activity that occurs or is alleged to have occurred on the property and reports lease violations to the Property Manager.
13. Performs other duties in relation to maintenance as required or requested by the Property Manager or Executive Director or duties that arise because of a natural or man-made disaster.
14. At all times, the Maintenance Technician presents a positive outlook to residents, staff and/or contractors or other visitors to our property and **never** engages in gossip.

Compensation

Compensation will be based upon experience and qualifications. Base rate of pay is hourly, with overtime upon approved work above a forty-hour standard work week @ time and a half. Additional compensation is also available for weekend or holiday “on-call” time. Paychecks are issued twice / month on the 15th and the 31st.

Equipment/Materials Used

Use various carpentry, plumbing, electrical, welding and mechanical tools and equipment such as saws, hammers, drills, paint brushes, rollers or sprayers, power tools such as sanders, saws, roto-rooters, etc. Also uses a mobile phone and/or an iPad to communicate with office staff and residents and for completion of work orders and inventory control.



Alto Housing Authority

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Physical Demands

Vigorous, strenuous work with lifting and climbing of ladders demanded in all types of weather variations. As there is only ONE Maintenance Technician on staff, that individual must be physically capable of performing ALL aspects of the position; there is no "Light Duty" option. Some administrative work is also a requirement, with reading, writing, math and/or computer skills is often a part of the daily schedule. A physical examination and a drug test may be required prior to final approval for employment or at random times throughout the term of employment. The Housing Authority will be responsible for payment of physical exam and drug test.

Special Conditions

When required, employees must submit to random drug testing in accordance with the Authority's policy on a drug-free workplace. Refusal to do so will result in automatic termination of employment.

Employees must be available for emergency calls after working hours. A mobile phone is provided by the Authority for this purpose and the availability requirement is rotated with other staff during weekends and holidays.

Employee must have reliable transportation to / from the workplace both during regular hours and for possible off-shift emergencies. Mileage compensation is available for trips other than daily workplace arrival and departure upon prior approval of the direct supervisor.

Training and or Education Requirements

Training to establish, maintain or improve skill sets for various aspects of normal Maintenance duties will be scheduled and provided by the Housing Authority, including lodging, fees, and reimbursement for travel expenses.

Education MUST include, at minimum, either a high school graduation certificate or a GED. Additional certifications for job-related skill sets should be provided to the Housing Authority during the interview process or after hire should the training take place after Date of Hire.

Vehicle

No street approved company vehicle is supplied for this position, other than a non-road approved vehicle for use within the grounds of the Housing Authority. All rental units are within easy walking distance of the Housing Authority office; however, the Maintenance Technician should have sufficient access to reliable transportation to ensure timely arrival for each and every assigned shift and/or the occasional after-hours callouts for emergencies.

Working Conditions

Works in all types of conditions and weather. May be working in heated and unheated buildings or outdoors in winter and summer.

Disclaimer

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

By my signature below, I indicate that I have read this job description and understand it and/or have had an opportunity to ask my immediate supervisor or the Executive Director for clarification. I further understand that I may be asked to perform other, related duties that may not have been described specifically herein, but for which there is a need and I have demonstrated the ability to complete the task as assigned. As of this date, there are no physical limitations which would indicate my inability to perform any / all aspects of the position.

Applicant / Employee Signature

Date