



Maintenance Technician Position Description

Department: Affordable / Public Housing
FLSA Status: Full-time, Non-Exempt
Reports To: Maintenance Supervisor
Benefits: Full

Description:

This is limited semi-skilled work involved in assisting the maintenance staff in the basic repair of buildings, facilities, apartments, equipment, and devices. Employees in this position are responsible for the satisfactory performance of light and heavy manual laboring tasks in a wide variety of construction and maintenance work to include: plumbing, carpentry, welding, masonry, refrigeration, electrical, roofing, appliance repair, alteration, and lawn upkeep. Some assignments may require skills that can readily be learned on the job. Many tasks assigned may be routine and repetitive in nature. The work location may vary as needed and evening and weekend on-call work is required on a rotating basis. Work is evaluated through results obtained and on-the-job inspections.

Duties:

ESSENTIAL DUTIES

The statements contained below reflect general details as necessary to describe the principal functions of the 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.

An essential function is a duty or responsibility that is critical or a unique component of the job and is required to be performed with or without reasonable accommodations.

- Work independently in assigned areas as instructed.
- Repairs electrical appliances, refrigerators, and stoves as assigned.
- Performs repair activities on plumbing, carpentry, refrigeration, electrical, appliance, roofing, etc.
- Perform painting duties of the interior and exterior of units/buildings.
- Remove, install and repair various types of water and sewer pipe, works in trenches or excavation often with water.
- Maintains machinery and tools in such a manner so as to prolong usable life and maintains high efficiency and reduced maintenance costs.
- Performs janitorial duties including general clean-up work around the sites; duties may include waxing floors, cleaning restroom facilities and emptying trash.
- May perform lawn maintenance duties, in the absence of lawn care contractor, to include: spray and trim foliage, clear brush and cut and edge grass and weeds with hand tools and power operated equipment, assist in planting trees and shrubbery, lay sod and give general care to lawns and grounds; remove dirt, rubbish, weeds leaves, and other refuse from grounds.
- Performs preventative maintenance inspections and repairs.
- Installs new equipment within given diagrams, schematics, instructions, prevailing codes and safety practices.
- Completes work orders and obtaining the necessary materials and/or supplies to complete assigned work orders.

- Assists in the loading and unloading of heavy materials, moves or aids in moving heavy boxes of equipment and large and bulky objects.
- Assists in rotating on-call duties (holidays, nights and weekends) as assigned.
- Perform related duties and responsibilities as required.

CORE COMPETENCIES

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- **Problem Solving Expertise:** Identifying and defining problems/goals including scope and sequence of priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources, constraints, and contingencies.
- **Positive Thinking & Attitude:** Maintains a positive work environment by creating job motivation, remaining enthusiastic about taking challenges, demonstrating an “I care” attitude, approaching others in a pleasant, happy, upbeat manner, and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- **Communicates Effectively:** Presents ideas and influentially through various means; identifies/shares important information in a timely manner; appears knowledgeable and confident in communicating information.
- **Work Ethic:** Dependable and meets commitments by exhibiting willingness to put in extra hours or extra effort to get the job done; available and presentable for work on a consistent and timely basis.
- **Organization:** Develops plans to achieve objectives by identifying resources needed, time allocations, and anticipated obstacles; utilizes planning tools and methods for prioritizing, organizing and following through.

Qualifications:

MINIMUM REQUIREMENTS

- Graduation from a standard high school or possession of a GED certificate.
- Two (2) years of experience in building maintenance and repair.
- A combination of experience and training would likely provide the required knowledge and abilities to qualify.
- Florida Class “E” driver’s license and be insurable by PCHAs liability and fleet insurance carrier.

QUALIFICATION PROCEDURES

Applications will be reviewed for relevant experience, education and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral or performance examinations. Responses to supplemental questions are required if applicable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Preventative maintenance procedures and practices.
- Safe work practices and procedures.

- Methods, practices, tools, and materials used in general maintenance and repairs of buildings, facilities and equipment.
- Maintenance operations related to residential housing.
- Pertinent Federal, State and Local laws, codes and regulations.

Skill to:

- Use and care of hand tools, gauges, electrical metering devices, power tools, lawn and other related equipment.

Ability to:

- Interpret and apply Federal, State and Local policies, laws and regulations.
- Possess sufficient physical strength and agility to do heavy manual labor for extended periods.
- Recognize safety hazards and to take precautionary methods to protect self and others.
- Work independently on task assigned.
- Meet the public effectively, to give information regarding development sites and look after the safety and welfare of visitors and residents.
- Deal with public in an effective and courteous manner and to establish and maintain effective working relationships with superiors, co-workers, residents and the general public.
- Read and interpret documents such as safety rules, operating maintenance instructions, procedure manuals, and work orders written in the English language.
- Verbally communicate effectively in the English language with fellow employees, residents and the general public.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral or schedule form.
- Add and subtract two digit numbers and to multiply and divide with 10's and 100's and perform these operations using units of American money and weight measurements, volume and distance.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Physical requirements include frequently lifting/carrying up to 50 pounds.
- Driving a vehicle to conduct work.
- Work Monday – Friday; rotating on-call duties as assigned (holidays, weekends and nights).
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and to drive.
- Visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate maintenance equipment.
- Working conditions are both indoors and outdoors, with some exposure to temperature extremes, dust, dirt, grease and loud noises.
- Subject to walking, sitting and standing, kneeling, reaching and crouching to perform essential functions.

- Contact with dissatisfied or abusive individuals.

ADA STATEMENT

In compliance with the Americans with Disabilities Act, the Pinellas County Housing Authority will make reasonable accommodations to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an “undue hardship” on the operation of the employer’s business.

ETHICS

As a governmentally funded agency, PCHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

DISCLAIMER

The above information on this description 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.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.

PCHA is an Equal Opportunity Employer.

To apply, please send your resume to Human Resources via email, employment@pinellashousing.com or via fax at (727) 489-0779.