



## Position Description

Classification: **Maintenance Technician**

Supervisor: **Community Manager**

Status: **Non-Exempt**

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### Summary

This position is responsible for cleaning and maintaining residential facilities and common areas of Newberry Housing Authority.

### Essential Duties and Responsibilities

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The list of duties is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities, but a representative listing of the key duties of the position. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Newberry Housing reserves the right to assign work in other areas to equalize or balance the workload, cover absences, or for other business needs of Newberry Housing.

- Cleans, maintains, and repairs building fixtures and equipment, including locks, windows, doors, screens, venetian blinds, gutters, drains, shelving, and kitchen utensils; replaces light bulbs and fuses
- Makes simple furniture, cabinet, asphalt tile, and linoleum repairs
- Assists in maintaining and repairing electrical lines and fixtures
- Assists in lubricating, regulating, and repairing sewage, water, cooling, and heating system lines and equipment
- Assists in repairing roofs;
- Assists in repairing plaster and concrete
- Assists in painting buildings and equipment
- Requisitions supplies
- Makes reports on work completed.
- Cleans, troubleshoots, and repairs household appliances including stoves, refrigerators, and garbage disposals.
- Troubleshoots and assists with repairing various HVAC systems.
- Repair or replace door knobs, locks, doors, dry wall, electrical outlets, windows, screens, vinyl siding, plumbing fixtures and pipes.
- Installs or replaces ceramic tile, floor tile, linoleum, concrete.
- Diagnoses and repairs interior / exterior water leaks.
- Installs and inspects smoke detectors.
- Assists with determining preventative maintenance routines.
- Performs other related duties as assigned.



### **Required Knowledge, Skills and Abilities**

- Knowledge of: Common methods, practices, and materials used in maintenance and repair work of buildings and building facilities; various tools used in building maintenance and repair work and their proper employment and care.
- Ability to: Do a variety of semiskilled maintenance and repair tasks; follow directions; prepare reports of work done; read and write at a level appropriate to the classification.
- Ability to keep facilities clean and orderly.
- Ability to interact with staff, clients, and visitors at Newberry Housing while remaining professional, polite, and courteous.

### **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

Communication: Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.

Teamwork: Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

### **Supervision**

The employee receives instructions from the Community Manager. Guided by established Newberry Housing/HUD policy, the employee plans and carries out work activities with a high level of independence resolving problems that arise. Routine duties are initiated and completed by the employee without supervisory direction and within established Newberry Housing policies, trade and industry standards, and health, safety, and city and state codes and ordinances. Instructions to the employee may be general or specific in nature. Complex problems or situations not covered by instructions are usually referred to the supervisor. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

### **Minimum Education and/or Experience**

- Requires a high school or GED equivalent.
- Two (2) years of experience in labor work.



- Working knowledge of electrical, plumbing, mechanical, and construction; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities.
- Certification as a Housing Quality Standards (HQS) inspector
- Must obtain and maintain a valid South Carolina commercial driver's license.
- Must pass a background check.

**Language Skills**

Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 75 pounds at a time.

**Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To ensure the greatest possible protection for employees in the workplace, Newberry Housing requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthful work environment.

Position generally works in the office as well as on Authority properties, which may expose the employee to a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment, including the potential presence of dust and pollen, fumes and/or noxious odors, traffic, construction hazards, moving machinery, electrical shock, heights, and disease/pathogens. This position may be required to work with contractors as well as Authority residents.

**Read and Acknowledged**

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**Employee Signature**

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**Date**

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**Employee Name [printed]**