



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Maintenance Technician I	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	15-Maintenance	<b>PAY GRADE:</b>	202
<b>REPORTS TO:</b>	Maintenance Technician II	<b>REVISED DATE:</b>	08/21/2023

### POSITION SUMMARY

Under general direction to perform a wide variety of skilled and semi-skilled building maintenance activities for Charleston-Kanawha Housing Authority (CKHA) properties, to include plumbing, electrical, mechanical, tile, carpentry, painting, grounds, and small appliance repair.

### ESSENTIAL FUNCTIONS

The following represents principal responsibilities of the position; however, they are not intended to be all inclusive. CKHA reserves the right to change, reassign, or combine job duties at any time and at its' discretion.

- Prepare housing units for incoming tenants. Duties include: preparing wall surfaces for painting; drywall; painting (using rollers and brushes); replacement of door locks; washing windows; removal of debris and emptying trash; sweeping, mopping; vacuuming; cleaning appliances (stoves, refrigerators); moving or relocating appliances; stripping and waxing floors (using floor buffers and scrapers); cleans toilets, shower stalls, ceramic tile, counter tops, cabinets, and sinks; responding to a punch list from an inspection completed by the Maintenance Technician II, Facilities Manager, or Housing Manager.
- Respond to maintenance requests (work orders) as assigned. Duties include: routine maintenance using hand and power tools in such tasks as: repairing appliances by replacing switches; stove elements, belts and timers; performing repairs (such as fixing holes in walls; installing doors, locks, cabinets, floor tile carpet squares and sheet goods). Perform minor plumbing tasks such as; unplug drains, repairing and/or replacing toilets, faucets, valves, water heaters, garbage disposals and sinks using a variety of equipment such as plumbing snakes, pipe wrenches, soldering iron, propane torch, etc. Perform minor electrical tasks such as: resetting circuit breakers; replacing outlets (110v-220v); changing light bulbs and globes; and repairing and/or replacing light fixtures, outdoor lighting systems, switches, thermostats, timers, electric heaters, motors and pumps.
- Perform routine grounds work on a year-round basis. Duties include: mowing using riding and push mowers; cleaning leaves and woody debris from walkways and other areas by using a backpack blower; trimming grass, shrubs and trees both from the ground and from appropriate elevation devices using hand and power edger's and trimmers. Ice and snow removal, as well as the application of ice and snow-melting agents, on walkways and parking lots as needed. Dilutes concentrated herbicides, pesticides and fertilizers and applies these, as well as those not needing dilution, to vegetation and grounds using a hand pump sprayer. Procures, distributes and applies bark dust, mulch, topsoil and fertilizer to areas as required. Maintain, repair, replace or install lawn and flowerbeds appurtenances, structures, devices, or equipment. Cleans the common areas and assuring the grounds are well maintained and free of debris and litter. Cleans and performs routine maintenance on associated equipment, as recommended by the manufacturer, included but not limited to fueling, lubricating, changing

spark plugs and adjusting belts and drives. Perform masonry and concrete work in connection with sidewalks, curbs and gutters, and also on building and foundations.

- Perform routine maintenance and janitorial duties in CKHA offices and common areas. Duties include: cleaning bathrooms; restocking bathroom supplies; washing windows; emptying trash; sweeping; mopping; vacuuming; and, dusting.
- May assist in monitoring and/or controlling maintenance inventory and/or supplies.
- Prepare and complete time sheets and work orders. Complete work orders by detailing time spent, materials used, and a summary of work performed.
- Perform Housing and Urban Development (HUD)-designated Uniform Physical Conditions Standards (UPCS) inspections and safety inspections as assigned.
- Assist management personnel with distribution of notices. Notify Facilities Manager when a unit is returned to CKHA for re-rental.
- Inform Housing Managers of any issues observed in housing units, such as, poor housekeeping or safety hazards.
- Prepare and complete paper time sheets and work orders which are computer generated.
- Lock and assure security of dwelling structures, offices, maintenance shop, and storage areas.
- Responsible for proper operation of safety and security lighting inside and outside of buildings including monitoring of site lighting.
- Responsible for security and safekeeping of all keys and key systems assigned.
- **Will be required to work overtime or on a rotational basis to perform emergency repairs after-hours, on weekends and holidays as needed.**
- Attend special training programs, as available.
- Responsible for seeking ways to improve property appearance and maintenance services.
- Responsible for seeking ways to economize CKHA resources without compromising quality.
- Maintain the utmost confidentiality of all clientele information.
- Enthusiastically promote the Chief Executive Officer (CEO)'s priorities for the operations of CKHA.
- Understand and follow directions.
- Keep work area neat and clean in appearance.
- Must wear appropriate uniform, identification, and approved footwear daily.
- Regular attendance and punctuality required.
- Perform other duties as assigned.

## **WORKPLACE CONDUCT**

CKHA's goal is to develop a friendly, confident work environment. A good working relationship between co-workers, supervisors, and management is an important element in the success of everyone's career. As a result, CKHA expects employees to be respectful of their co-workers, supervisors, managers, customers, clients, and vendors. Employees are expected to perform their work in a professional and accurate manner. The responsibility for ethical behavior rests with the individuals who work for the Housing Authority. CKHA's reputation is built upon the acts of each employee. As a result, we expect our employees to:

- Be accurate in their communications, never misrepresenting the facts or shading the truth.
- Be honest in promising what can be delivered and dependable in following through on work commitments.
- Display a positive image at all times.

## QUALIFICATIONS

**Education/Knowledge/Licensure:** Requires a high school diploma or equivalent. Certificate in trade school in construction or maintenance preferred. Requires a valid West Virginia driver's license.

**Skills.** Ability to independently perform a variety of skilled repair, installation and custodial duties in plumbing, electrical, mechanical, tile, carpentry, painting, grounds maintenance, and appliances; identify and use hand tools and machinery used in various trades; operate and maintain mechanical and power tools; care for and maintain tools properly; maintain routine records; work cooperatively with others; understand and carry out oral and written directions; perform heavy manual labor. Ability to deal effectively with people of diverse ages, economic and cultural backgrounds and possess the ability to successfully work with a variety of populations.

**Experience:** Minimum two (2) years of experience in general building maintenance work, some of which included public contact.

The knowledge, skills, and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provides an applicant with the listed knowledge, skills, and abilities to perform the essential duties and responsibilities of the job, is acceptable.

**Required Special Qualifications:** Must be bondable.

## WORKING CONDITIONS

**Days and Hours of Operation:** The basic work week for maintenance personnel will consist of forty (40) hours, Monday through Friday, 8:00 a.m. to 4:30 p.m. Maintenance personnel will observe a thirty (30) minute lunch break from 12:30 p.m. to 1:00 p.m. each day. Maintenance technicians and specialists will be required to work overtime or on a rotational basis to perform emergency repairs after-hours, on weekends and holidays as needed.

**Environmental Conditions:** Residential property. Work is performed independently with general supervisory instructions. Work conditions vary according to season and work site, but work is largely conducted indoors under a variety of conditions. Some work is outside in all different weather conditions including extreme cold and extreme heat.

**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.

Must be capable of placing and removing supplies and equipment from above the head shelving and other storage areas; medium to heavy work requiring prolonged or repeated standing, walking, climbing, bending, twisting, stooping, kneeling, crouching, turning and working above the head on a recurring, repetitive and often continuous basis; heavy lifting with use of hand truck or with assistance

of another CKHA employee of machinery, furniture and/or appliances and supplies, unaided up to 50 pounds. Good hand/eye coordination is essential. Must have good vision. Color perception, the ability to differentiate colors in terms of hue, and the ability to identify a particular color or color combination from memory is required. Uses hearing to respond to in person and telephone requests from staff and residents. Also, must hear fire and smoke alarms and unusual noises from equipment. The ability to operate a standard or automatic shift company vehicle is mandatory. Must be able to read, write, and communicate fluently in English.

**Hazards:** Work involves frequent contact with angry, upset, or frustrated individuals.

**CKHA is an Equal Opportunity Employer  
Drug Free Workplace**