

**PROVIDENCE HOUSING DEVELOPMENT CORPORATION
JOB DESCRIPTION**

<u>POSITION TITLE</u>	Maintenance Technician
<u>DEPARTMENT</u>	Property Management
<u>STATUS</u>	Non-Exempt
<u>DIRECT SUPERVISOR</u>	Property Manager
<u>GRADE LEVEL</u>	4
<u>EEO#</u>	8
<u>W/O #</u>	9028
<u>PRIMARY FUNCTION</u>	Provide day-to-day janitorial and maintenance services to the assigned property(ies)

SPECIFIC DUTIES

1. Common area care including: lawn mowing, raking, weeding and hedge trimming. Snow removal from and salting of common areas (in season);
2. Clean common areas according to maintenance calendar and approved procedures. Police area for trash and debris;
3. Perform service requests and schedule outside technical staff, upon request, to make additions, changes or repairs to building systems;
4. Assist with scheduling, coordinating and monitoring of the performance of laborers, vendors and contractors providing services on site as assigned by the Property Manager;
5. Perform basic and intermediate skill assembly and maintenance tasks on plumbing and electrical components, window and door hardware, mechanical services, carpentry, painting and drywall;
6. Maintain an inventory of tools, equipment and supplies for the operation of the property. Place routine orders for supplies, from approved vendors, to maintain appropriate inventory;
7. Periodic repainting and repairing of walls, doors, trim in common areas, vacant apartments, and exterior of building(s);
8. Move packages, furniture and equipment as required. Use mechanical aids as appropriate for moving or lifting heavy or awkward loads;
9. Respond to calls from the Property Manager or monitoring company for fire, security or other alarms or tenant emergencies at the property. Search, correct fault(s) and secure the building as required and report to Property Manager;
10. Provide written reports of activities or other documentation to the Property Manager or others as required;
11. Perform other related duties as determined by the Property Manager;
12. Adhere to property maintenance schedule;
13. Complete on-call services as scheduled;
14. Attend periodic training for Fair Housing, HVAC, Building Systems or other relevant topics.

KEY PERFORMANCE MEASURES

- 100% compliance with fair housing regulations.
- Friendly, helpful, courteous interactions with tenants, vendors and co-workers.
- 100% of scheduled preventative maintenance completed monthly.
- Ensure that a minimum of 95% of work orders are completed within 24 hours.
- Ensure that apartment make readies do not exceed 4 days for apartments and 8 days for single family homes.

- Maintain properties to limit potential health and safety issues.
- Provide mentoring/training to Maintenance Assistant if applicable.

QUALIFICATIONS

- High school graduate. Trade specific training desirable
- One or more years of building and grounds maintenance experience.

SPECIAL REQUIREMENTS

1. Ability to ascend/descend stairs
2. Ability to lift, push and/or reach for objects
3. Ability to stoop, kneel, bend, crouch and/or stand while performing duties
4. Ability to work with all levels of personnel
5. High energy level
6. Ability to lift up to 75 lbs. without assistance
7. Mechanical aptitude
8. Reliable and insured transportation
9. Valid NYS driver’s license and driving record acceptable to agency
10. Openness to flexible schedule
11. Good reading comprehension and writing skills
12. Good interpersonal skills to interact with tenants
13. Clean police record
14. Drug free, substance free, lifestyle
15. Honest
16. Courteous

EMPLOYER’S DISCLAIMER

- **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**
- **This job description in no way states or implies that these re the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by her/his supervisor.**
- **This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.**

EMPLOYEE CONFIRMATION

I have received and read a copy of this job description.

Signature

Date

Printed Name

