

GRAND RAPIDS HOUSING COMMISSION

POSITION DESCRIPTION

POSITION TITLE: Maintenance Technician Page 1 of 3
SUPERSEDES: Maintenance Technician (8-28-2001)
EFFECTIVE DATE: September 16, 2003
DEPARTMENT(S): Housing Management
F.L.S.A.: Non-exempt
GROUP: Non-management
SALARY RANGE NUMBER: 5

- I. SUMMARY OF FUNCTION: A service support position that independently provides the preventive, diagnostic, corrective and maintenance function for all properties under the control of the Commission. Work is performed under the supervision of the Housing Manager with guidance and assistance from the Construction Rehabilitation Coordinator.
- II. CHARACTERISTIC DUTIES include the following. Other duties may be assigned.

Essential

1. Prioritize and respond to work orders for repairs and replacements in a timely manner, and, upon completion record and report date and action taken.
2. Prepare units for occupancy by repairing, replacing and installing.
3. Prepare and submit requisitions for parts, supplies and service.
4. Perform scheduled maintenance and corrective duties on properties (interior and exterior), grounds, and equipment.
5. Assist with required inspections of living units.
6. Diagnose and assess problems; advise the Housing Manager when outside contractors are needed.
7. Maintain grounds by such activities as gathering and disposing trash and foreign material from assigned area, removing snow, repairing lawn in the spring, and repairing parking lots, sidewalks and drives.
8. Follow all safety rules, policies, and procedures.
9. Process miscellaneous paperwork such as work orders, packing slips, and material safety data sheets.
10. Report any lease violations.
11. Report any suspicious activities occurring within the property areas.
12. Make innovative recommendations for energy saving and cost reduction measures.
13. Maintain neat, organized and clean non-hazardous assigned work areas.

CHARACTERISTIC DUTIES – Essential (Continued)

14. Work effectively and maintain good working relationships with tenants, supervisors, co-workers and the public.
15. Open and close buildings, offices, etc. of assigned areas.
16. Wash walls, woodwork, windows, blinds, mirrors, bathroom fixtures, and furniture.

Marginal

17. Drive GRHC vehicle to pick up and/or deliver parts, supplies and equipment.
18. At times serve as back up to perform duties normally assigned to other service workers.
19. Train others in the characteristic duties.
20. Stock, maintain and operate service vehicle in a neat, organized and safe manner.

III. RESPONSIBILITIES: Reports directly to the Housing Manager and receives guidance and assistance from the Construction Rehabilitation Coordinator. Responsible for maintaining: safety, health and quality standards in all duties; safety and security of equipment, vehicles, keys, tools, materials, and inventories; and the confidentiality of designated information.

IV. REQUIRED QUALIFICATIONS: To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities will be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Minimum: High School graduate or GED.
Must possess valid State of Michigan driver's license and unblemished driving record.

Preferred: Maintenance Management Certification and/or training in skilled trades or construction.

REQUIRED QUALIFICATIONS – (Continued)

Skills

Minimum: Demonstrated ability to perform diverse repair, replacement, maintenance and installation functions; understand and follow manufacturers' specifications and maintenance manuals; work efficiently without direct supervision; maintain positive relationship with other employees, tenants, and the public. Ability to work in situations of variable temperatures, occasional noise, stressful workloads and inclement weather environments; understand, use good judgment, and follow safety procedures; maintain standards of good workmanship in both quality and quantity; and work with least amount of inconvenience to all people involved. Must be willing to respond to emergencies outside regular work hours.

Physical

- Lift a minimum of 30 lbs. and occasionally up to 100 lbs.
- Sit, walk, lift, push, pull, bend, climb and crawl.
- Stand for entire shift.
- Work on ladders, scaffolds, roofs, and elevated surfaces.
- Work in confined spaces.

Work Experience

Minimum: Two years full-time diverse maintenance work experience to include general plumbing, electrical, heating and cooling, plastering, carpentry, mechanics, cleaning and cement work.

Note: Requires availability to work weekends and evenings, and respond to emergency calls.

- V. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way to modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty.