



JOB DESCRIPTION

POSITION TITLE:	Maintenance Specialist	FLSA STATUS:	Non-Exempt
DEPARTMENT:	15-Maintenance	JOB CATEGORY:	7
REPORTS TO:	Facilities Manager	REVISED DATE:	11/15/2018

POSITION SUMMARY

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing 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.

- May act as lead Maintenance Technician when assigned at a development for completion and/or supervising completion of all required maintenance work.
- Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- 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; and performing an inspection.
- Respond to maintenance requests (work orders) as assigned. Duties include but are not limited to 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. Inspects and replaces fire extinguishers, smoke and carbon monoxide alarms.
- 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.

- Oversees and participate in diagnosing, repairing, and maintaining boilers and related equipment such as valves, pumps, gauges, tubes and controls; may work on pneumatic controls and air compressors.
- Perform routine maintenance and janitorial duties in CKHA offices and common areas. Duties include but are not limited to: cleaning bathrooms; restocking bathroom supplies; washing windows; emptying trash; sweeping; mopping; vacuuming; and, dusting.
- Maintain an inventory of supplies and materials.
- Maintain an inventory of tools and equipment.
- 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 and move out and move in inspections of housing units using a standard CKHA checklist.
- 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.
- May 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.
- 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. Two (2) years of vocational training. Requires a license in one of the building trades (e.g., plumbing, electrical, HVAC). Requires a valid West Virginia driver's license.

Skills. Must possess ability to lead, organize, and review the work of staff. 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 or possess the ability to successfully work with a variety of populations.

Experience: Minimum five (5) years of experience in general building maintenance work, some of which included public contact. Supervisory experience is preferred.

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 provide 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 possess or acquire a Part 1 & 2 or Universal Refrigeration License as required by 40 C. F. R. part 82, Subpart F within a twelve-month period from time of employment. Must be willing to obtain additional licenses or certifications as required.

WORKING CONDITIONS

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. Work involves frequent interruptions and contact with angry, upset, or frustrated individuals.

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 in order to respond to in person and telephone requests from staff and residents. Also, must hear fire and smoke alarms and unusual noises from equipment. 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.

Employee Signature and Date:

I have read this job description, understand it, and am able to perform the essential functions and meet the job requirements of the position. In addition, I have had the opportunity to discuss the job description with my supervisor.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date

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