



**August 2024**  
**FLSA: NON-EXEMPT**

## **FACILITIES AND MAINTENANCE TECHNICIAN II**

### **DEFINITION**

Under general supervision, performs a wide variety of technical maintenance, repair, installation, alteration, and construction of Housing Authority buildings and facilities involving carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work to improve, maintain, and renovate Housing Authority buildings and facilities, and fixtures; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Director of Administrative Services. May provide technical and direction supervision of lower level staff.

### **CLASS CHARACTERISTICS**

This is the full journey level class in the Maintenance Technician series that performs technical maintenance duties at Housing Authority buildings and facilities required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety for Housing Authority and public use. Incumbents are responsible for performing maintenance and alterations on Housing Authority buildings and facilities, HVAC, and other electrical and mechanical systems; identifying and evaluating construction-related problems; performing installation and repairs on plumbing systems; conducting property inspections, and coordinating with vendors on maintenance replacement and repair projects. Position is on call and may work off hours and weekends. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Maintenance Technician I in that the latter is responsible for more routine and basic tasks.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- ▶ Performs maintenance and renovation work on Housing Authority buildings and facilities, including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work.
- ▶ Prepares surfaces for painting; paints Housing Authority buildings, fixtures, and furniture.

- ▶ Performs basic maintenance on Housing Authority electrical systems; repairs and replaces light bulbs and electrical fixtures; diagnoses and reports problems requiring electrical services.
- ▶ Installs and repairs electrical, gas, and mechanical appliances, including central heating and air conditioning units.
- ▶ Installs, replaces, repairs and re-pins locks for all of the Housing Authority's buildings and facilities.
- ▶ Performs preventative maintenance duties on the Housing Authority's buildings and equipment; follows a preventative maintenance schedule.
- ▶ Performs pest control and weed abatement in and around Housing Authority buildings and facilities.
- ▶ Maintains an inventory of departmental supplies and ensures adequacy of Housing Authority supplies.
- ▶ Responsible for responding to emergencies and on-call assignments during weekends and after hours on a rotating basis.
- ▶ Observes safe work methods and makes appropriate use of related safety equipment as required.
- ▶ Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- ▶ Coordinates and oversees the work of contracted maintenance repair and installation personnel at the direction of their supervisor.
- ▶ Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- ▶ Inspects vacant units
- ▶ Conducts fleet maintenance of AHA vehicles and maintains the schedule and records of fleet maintenance activities.
- ▶ Conducts testing of the agency's emergency generator monthly.
- ▶ Set and break down for agency events
- ▶ Assists with emergency and fire alarm testing activities.
- ▶ Conducts testing and inspection of AHA equipment at agency sites, as needed, including fire extinguishers, smoke detectors, locks, etc.
- ▶ Must successfully complete all agency required trainings, as needed.
- ▶ Conduct organize and maintain an inventory of all facilities equipment, tools and supplies.
- ▶ Maintain a clean and organized working area within the facilities garage.
- ▶ Maintains accurate records of all work performed.
- ▶ Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ▶ Practices, methods, equipment, tools, and materials used in maintaining, repairing, constructing, and installing buildings and facilities, including carpentry, plumbing, painting, masonry, and mechanical and electrical work.
- ▶ The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- ▶ Applicable Federal, State, and local laws, codes, and regulations.
- ▶ Basic shop arithmetic.
- ▶ Safety equipment and practices related to the work, including the handling of hazardous chemicals.

- ▶ Safe driving rules and practices.
- ▶ Basic record keeping principles and procedures.
- ▶ Basic computer software related to work.
- ▶ English usage, grammar, spelling, vocabulary, and punctuation.
- ▶ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Housing Authority staff.

**Ability to:**

- ▶ Perform a variety of technical tasks in the construction, maintenance, renovation, and repair of Housing Authority buildings and facilities.
- ▶ Perform semi-skilled work in carpentry, plumbing, painting, and electrical trades work.
- ▶ Perform duties in a manner to maximize public safety in the area of building maintenance and construction.
- ▶ Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- ▶ Maintain tools and equipment in a clean working condition providing for proper security.
- ▶ Make accurate arithmetic calculations.
- ▶ Maintain accurate logs, records, and basic written records of work performed.
- ▶ Follow department policies and procedures related to assigned duties.
- ▶ Understand and follow oral and written instructions.
- ▶ Use English effectively to communicate in person, over the telephone, and in writing.
- ▶ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ▶ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience in facilities maintenance or construction work.

**Licenses and Certifications:**

- ▶ Possession of, or ability to obtain, a valid driver's license by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around Housing Authority buildings and facilities; to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this

classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **SPECIAL REQUIREMENTS**

Incumbents in this class are required to work on-call as needed, to ensure efficient operation of the Housing Authority's facilities and maintenance and for emergency response, on a rotating schedule.