LIVERMORE HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE:	Maintenance Technician I	**REPORTS TO:**	Maintenance & Facilities Supervisor
DEPARTMENT/DIVISION:	Maintenance	**FLSA STATUS:**	Non-Exempt
DATE:		**EMPLOYMENT STATUS:**	Full-Time

Position Summary

Responsible for semi-skilled maintenance of buildings, facilities, and light equipment of all agency properties as needed. Performs general carpentry, electrical, plumbing, and other repairs in response to service requests, unit turns. and results of inspections of units in accordance with Housing Quality Standards and NSPIRE or other HUD required standards. maintenance on mechanical equipment or machinery.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Assists with rough carpentry work including installation/repair of entry doors, sliding doors, interior doors, interior framing and/or repair of wall partitions, installation of wall gypsum board and building insulation.
2. Assists with finish carpentry including window and door trims and repair, replacement of wood/vinyl base trim, installation of wood trim millwork, installation and/or replacement of new kitchen and bathroom cabinetry, repair of cabinets, preparation and installation of new flooring, and preparation and installation/repair of wall/floor tile.
3. Assists with electrical work including new wiring, troubleshooting and replacement of existing switches and outlets, replacement of circuit breakers, replacement of light fixtures, and other electrical repairs.
4. Repairs and maintains plumbing systems by performing general work including rough piping for domestic water and sanitary sewer, repair/replacement/installation of plumbing fixtures such as sinks and bathtubs, installation of valves for shower, kitchen, and bath, replacing washers, mending burst pipes, repairing leaks, opening clogged drains, and performing other appropriate repairs/installations to meet or exceed housing quality standards.
5. Makes repairs and adjustments to various gas and electric appliances and equipment (*e.g*., furnaces, dishwashers, stoves, water heaters, refrigerators, electric motors, smoke detectors, etc.) and replaces appliances and equipment when necessary.
6. Performs general interior and exterior repairs including structural components (*e.g*., stairways, floor joists, and rafters), roof repairs (*e.g*., replacement, flashing repair, etc.), foundation waterproofing, masonry, and concrete replacement/repair (*e.g*., walks, brick, paving, steps, curbing), repair/replacement of gutters, downspouts, garage doors, fences, gates, doors, windows, doorbells, peepholes, signs, fans, belts, and insulation. Changes the lock(s) in accordance with Agency procedures and has any necessary keys made.
7. Starts, operates, and checks for safety and appropriate maintenance on a wide variety of small engines, hand tools, pumps, chain saws, and Agency maintenance vehicles.
8. May maintain and make general repairs to power tools and equipment such as chain saws, pumps, and vehicles, which includes checking and maintaining lubricant levels, timing, replacing, and adjusting worn or damaged parts.

9. Keeps HVAC equipment and systems ready for use by performing preventive maintenance and, consistent with skill level, restoring and repairing faulty or inoperative systems and associated equipment in accordance with blueprints, piping/wiring diagrams, and manufacturers' specifications.
10. Prepares all interior/exterior wall surfaces for painting by removing electrical outlets and lighting fixtures, spreading drop cloths, scraping peeled paint, patching holes, taping, and floating drywall, and/or sanding. Removes closet and bedroom doors and any graffiti on surfaces.
11. Sands wood surfaces to prepare for painting, varnishing and/or staining.
12. Mixes paints as needed to match previously painted surfaces and paints all prepared surfaces with a brush, roller, or spray equipment.
13. Performs thorough clean-up of work area including removing drop cloths, masking paper and tape, and replacing fixtures, covers, and plates.
14. Cleans and maintains Agency-owned materials, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris. Upon completion of maintenance task, all tools and excess supplies must be cleaned up and stored appropriately.
15. May perform general road maintenance by clearing drainage areas, spreading road surface material, filling potholes, repairing fences, removing obstacles, and ensuring placement of appropriate signs as directed.
16. Carries away trash and debris for eventual disposal as directed. Mows and fertilizes lawns when needed and prunes trees and shrubbery to maintain a neat and healthy condition and enhances the Agency's curb appeal.
17. May perform pest control to eliminate and/or or keep in check rodents, cockroaches, fleas, silverfish, ants wasps, hornets, and bees, (unless the nest is too large and presents a danger to the staff and/or tenant). Each situation should be assessed and the need for a professional pest control vendor reported to management.
18. May operate any of the following types of equipment: graders, backhoes, tractors, lawn equipment and other equipment necessary to maintain and repair Agency grounds, parking lots, drives, drainage structures, and other Agency property.
19. Reports any lease violations and unsafe, unsanitary, or hazardous conditions encountered or observed on or in any Agency property or building to the supervisor.
20. Removes and disposes of discarded appliances and related items in an appropriate manner in accordance with Agency and city standards.
21. Distributes notices to residents as needed.
22. Performs emergency and after-hours work as necessary and/or required.
23. Maintenance responsibilities may also include, but are not limited to, pressure-washing of exterior surfaces as needed, painting and maintenance of all building systems such as gutters and downspouts, roof drainage systems, French drain systems, surface water management systems, fire alarm systems, fire extinguishers, fire sprinkler systems, signage, laundry centers, playgrounds, and any other common areas.
24. Performs "make-ready" duties on vacant units and may clean office building, , bathrooms, hallways, community rooms, laundry facilities, and community room kitchens, in accordance with Agency standards.
25. Maintains grounds, including parking areas, by routinely picking up litter to include the removal of all glass, cans, litter, debris, and dog fouling, raking leaves, and depositing such wastes into disposable sacks and/or other designated receptacle as instructed and removing in an appropriate manner.
26. Keeps walks, entryways, and other assigned areas cleared of mud, dirt, ice, snow, and debris.

27. May assist in setup for special events.
28. May be required to conduct NSPIRE or HQS inspections of units for the HCV department.
29. Accountable for consistent adherence to Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

Education and Experience

High school graduate (or GED) or possess a vocational technician certification beyond high school, with one (1) year experience or training in building construction or maintenance, or in the repair or maintenance of mechanical equipment or an equivalent combination of technical training and experience.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee.

- Fair Housing
- National Standards for the Physical Inspection of Real Estate (NSPIRE)
- Certified Apartment Maintenance Technician (CAMT)

Knowledge and Skills

1. Good knowledge of techniques, methods, materials, and equipment used in plumbing, carpentry, HVAC, and electrical repairs, and household appliances.
2. Knowledge of local codes applicable to the specialty that may include building codes, electrical codes, or requirements of Americans with Disabilities Act of Section 504 of the Housing and Rehabilitation Act (accessibility requirements).
3. Thorough knowledge of agency policy, OSHA standards, building maintenance, basic computer knowledge, and ability to read and write clearly. Ability to speak English and Spanish preferred
4. Working knowledge of state and local building codes and HUD's standards.
5. Semi-skilled in one or more trade crafts and general knowledge of all maintenance crafts.
6. Math skills sufficient to perform essential job functions.
7. Skilled in the use of various hand tools, power tools, and test equipment.
8. Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work.
9. Ability to write service requests and maintenance reports.
10. Ability to read shop drawings, specifications, schematics, and technical documents as appropriate.
11. Ability to understand and ensure Agency compliance with HUD for NSPIRE inspections and Boiler and Domestic Water system checkups.
12. Ability to establish and maintain effective working relationships with other Agency employees and residents.
13. Ability to communicate both orally and in writing.
14. Ability to follow oral and written instructions.
15. Experience working with ethnically and culturally diverse individuals, communities, agencies and organizations.

Supervisory Controls

The employee receives instructions from the Maintenance & Facilities Supervisor, or his/her designee as assigned. Generally, methods of accomplishing assignments are at the discretion of the employee within established procedures. Deadlines,

priorities, necessary guidelines, and scope of work are generally set by the supervisor and the employee's progress is monitored regularly for adherence to instructions, compliance with established procedures, quality, and completeness.

The employee has no supervisory responsibilities.

Guidelines

The employee follows established maintenance procedures, practices good judgment, and uses service manuals, shop drawings, and scope of work as needed and as applicable in performing assigned tasks. If a situation not covered by these guidelines arises, the employee consults the supervisor for guidance.

Complexity

Work performed by the employee may be routine or non-routine in nature depending on the situation and assignment. General troubleshooting, repair, unscheduled maintenance, and preventative maintenance tasks are generally routine and repetitive in nature, while the nature of some repairs may be highly complex. Occasionally, some tasks may require the exercise of personal judgment in making decisions on accomplishing assigned work.

Scope and Effect

The employee's work primarily affects other employees and the residents in the Agency. It also impacts the readiness and adequacy of total low-rent housing provided by the Agency. Through successful accomplishment of maintenance tasks, the Agency is able to continue providing decent, safe, and sanitary housing.

Personal Contacts

The employee's personal contacts are primarily with residents, other employees, vendors, city employees, and contractors. Contact with residents is particularly important. The purpose of this is to give and obtain information necessary to do maintenance tasks efficiently, safely, and to document all actions. Conditions under which contacts occur can range from a normal environment to a stressful emergency circumstance, such as a gas leak or power failure.

Physical Requirements

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.

1. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, reaching, bending, pushing, pulling, kneeling, crouching, stooping, climbing, balancing, and lying prone. The employee must use arm strength to manipulate hand tools such as saws, sanders, and jointers etc.
2. Must be able to lift up to fifty (50) pounds without assistance.
3. Must have a sense of balance sufficient for standing on a ladder of at least six (6) feet in height for an extended time period of time.
4. Must be able to operate hand tools, power tools, and equipment (*e.g.*, drills, wrenches, hammers, pliers, electrical [Ohm] meters, saws, threaders, plumbing snakes, etc.)
5. Work requires spatial perception, finger, and manual dexterity.
6. Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Agency and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must be able to sit and/or stand for up to eight (8) hours at a time while performing work duties.
8. Must be able to use fingers bilaterally and unilaterally to utilize job-related tools and equipment.

9. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
10. Must have normal color perception to differentiate colors of electrical wiring, etc.
11. Must maintain a professional appearance and portray a positive image for the Agency.
12. Must maintain punctuality and attendance as scheduled.
13. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act** (CSA) (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (*e.g.*, cleaning solutions, solvents, insecticides), and skin irritants. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.

Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. May be required to work after office hours on the on-call work schedule.
3. Must work with the highest degree of confidentiality.
4. Must be available for occasional overnight travel for training.
5. Must pass employment criminal background check.

Read and Acknowledge

The Livermore Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Livermore Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills

required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED			
EMPLOYEE NAME: (printed)			
EMPLOYEE SIGNATURE		DATE	
AUTHORIZED AGENCY REPRESENTATIVE SIGNATURE		DATE	