

# WACO HOUSING AUTHORITY & AFFILIATES

## POSITION DESCRIPTION

**TITLE: Assistant Maintenance**

**NON-EXEMPT**

**SUPERVISOR: Maintenance Manager**

### **Duties and Responsibilities**

Responsible for maintaining all occupied units and prepares all empty units for occupancy.

Prioritize daily and emergency work orders for occupied units, perform maintenance according to work orders while checking for and repairing or reporting other potential problems.

Clean up any debris caused by maintenance work using maintenance supplies provided -not personal items of the resident; leave completed work order or note in all apartments entered and record time spent in each unit on work order.

Perform any required maintenance on unoccupied units to make ready for occupancy. Check all appliances, plumbing, window, wall and floor coverings (i.e. linoleum, sinks, faucets, and drapes) for necessary repair and make such repairs.

Inform manager of any repair work needing an outside contractor or any replacements of major appliances that will be necessary.

Perform any necessary maintenance in office, clubroom, models, pools, and exterior of property and be alert to physical problems seen in the course of work performed. Notify manager at once of such problems.

Coordinate with vendors when necessary on special maintenance projects.

Maintain schedule of periodic preventative maintenance as follows:

- Clean boilers twice a year
- Check photocells at least once a month
- Change air conditioning filters at least once every three months, and other duties as required.
- Maintain and inventory an adequate stock of supplies.
- Purchase or request from Property Manager to purchase supplies as needed.

Performs other duties as assigned.

### **Qualifications and Knowledge**

High school graduate or GED equivalent. Experience and an acceptable level of literacy may be considered in lieu of education qualification. HVAC Certified preferred.

General knowledge of appliance repair, trade skills, methods, tools, and equipment used in maintaining dwelling and non-dwelling facilities and grounds.

The employee must be dependable, able to work under pressure (deadlines), possess knowledge of safety procedures and practices. Must also be able to work a flexible schedule to accommodate after hour and weekend emergencies.

Must have valid driver's license.

### **SUPERVISION RECEIVED AND GIVEN**

The Employee receives assignments from the Property Manager. The employee initiates and follows through the assignments with a minimal of supervision.

Situations that arise and are not covered by instructions are referred to the Manager or dealt with independently, depending on the circumstances.

This is not a supervisory position.

### **PERSONAL CONTACTS**

The employee has contact with Property employees, residents, manager, regional, state, and local officials, vendors, and owners. Normally, contacts require a

friendly, courteous attitude toward residents and fellow employees. Occasionally, the employee may be involved in negotiation or controversial matters, which require extra tact and diplomacy.

## **PHYSICAL DEMANDS**

Work is performed both indoors and outdoors and involves physical exertion such as climbing, walking, overhead work, stooping kneeling, heavy lifting, and repetitious motion. Employee must be able to lift 25lbs or more, have extensive mobility and be in excellent physical condition.

## **WORK ENVIRONMENT**

Work involves moderate risks, which are common to contractors and engineers such as exposure to fumes, animals, dust, slippery or uneven sidewalks machinery, chemicals, electricity, etc. Work may require special safety precautions and use of protective clothing or gear such as helmet, mask, goggles, or steel-toe shoes.