



Maintenance Technician

Supervisor: Maintenance Supervisor

SUMMARY

A Maintenance Technician performs a variety of skilled, semi-skilled and routine tasks pertaining to building maintenance as well as related manual labor.

A Maintenance Technician is responsible for the maintenance and repair of buildings, grounds and equipment within the properties owned and managed by the Housing Authority of Owensboro. This position has considerable leeway in making independent decisions on procedures to be followed in the completion of tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Installs, maintains, repairs and rebuilds a wide variety of electrical fixtures, equipment and systems;
2. Installs, maintains, repairs and rebuilds a wide variety of equipment and systems within scope of certifications;
3. Performs carpentry, painting, masonry, roofing, tiling, locksmithing, and other mechanical work;
4. Takes Emergency Service Calls after regular work hours, weekends, and holidays on a rotating basis;
5. Keeps supervisor apprised as to progress and completion of jobs, as well as inventory;
6. Estimates materials required for repairs;
7. Submits work records on a mobile device timely and with appropriate documentation;
8. Keeps time and material records; and
9. Performs related general maintenance work as required.
10. Responsible for maintaining assigned equipment in a professional manner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES

- Working knowledge of materials, tools, techniques, and terminology used in the maintenance of buildings and their mechanical, electrical and sanitary equipment;
- Working knowledge or capability of using software based technology;
- Ability to plan, understand and carry out oral and written directions, to read, write, speak, understand and communicate sufficiently to perform the essential duties of the position;
- Possess initiative, resourcefulness, good judgment, physical strength and agility, physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Either (a) graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in general building maintenance or in the building trades; (b) Certification from education beyond high school with one (1) year experience as a handyman or maintenance; or (c) equivalent commensurable work experience.

OTHER REQUIREMENTS

Possession of a valid Kentucky or Indiana driver's license and be insurable.
See *Essential Job Functions: Maintenance*

TO APPLY

Email resume with detailed experiences to Catherine Devine, Human Resource Manager,
catherine@owensborohousing.org
Applications will be accepted until the position is filled.

November 2021

Essential Job Functions: Maintenance

With or without a reasonable accommodation, must be able to perform the following functions:

Work in temperature extremes depending on season.

Work with regular household cleaning products, materials and chemicals, as well as paint.

Must have personal transportation to and from work site, must be able to operate HAO vehicles-trucks, automobiles, and scooters/golf carts.

Must be able to use basic and advanced tools and equipment and perform the work requiring the use of the tools and equipment, including, but not limited to: welding arcs, sewerscrewdrivers (manual or power), hammers, chisels, scrapers, paint brushes, buffing machines, grinders, brooms, mops, scouring pads, sponges, snow shovels, earth shovels, rakes.

Must carry/lift up to 25 lbs. frequently, 50 pounds occasionally.

Frequent bending, stooping, reaching, use of arms/hands above shoulder level.

Laborer work generally requires that employee be able to stand up to 8 hours a day, and may require an equivalent amount of walking, depending on work assignment.

Work can require that employee bend, stoop, kneel, work in seated position for various numbers hours during the work day.

Must be able to work on ladders, at elevations above 2 feet.

Employee must be able to perform the full range of physical requirements of the job given the variety of work tasks and the inability to predict when those tasks may be required.

Must be able to complete work order reports, daily time sheets in sufficient detail to describe accurately work done, materials (inventory) used, time spend, and location where work performed.

Must be able to read and follow directions, including calculating how to dilute or mix cleaning materials/chemicals.

Must be able to communicate effectively, politely and respectfully with residents and co-workers and maintain privacy.

May be required to perform such other duties as assigned from time to time.