

*An Equal Opportunity Employer*

**MAINTENANCE JOB DESCRIPTION**

**(1/2021)**

**Accountability**

Reports to Executive Director

**Duty Schedule**

Forty (40) hours per week plus some irregular hours. Work schedule is primarily Monday-Friday from 8 a.m.-5 p.m. with an hour lunch.\*

\**Work days and hours may be flexible as directed by the Executive Director due to maintenance emergencies and/or seasonal requirements. Irregular hours requested on holidays will be paid overtime.*

**Compensation**

**Salary:** hourly

**Benefits:** single medical insurance policy (optional), retirement, paid holidays, leave (per HHA personnel policy)

**Qualifications**

**Education/Experience:** Either a high school diploma, GED, vocational training or two (2) years maintenance/farm experience

**Physical:** Must be able to:

* Stand and walk frequently
* Drive vehicles for several hours at a time
* Climb ladders/scaffolding to heights in excess of 10 feet
* Work above shoulders
* Bend/stoop, squat, kneel and crouch
* Use both hand
* Carry loads up to 50 pounds at least 600 feet and lift from floor to shoulder level
* Push/pull/operate normal maintenance equipment

**Driver’s License**

**Responsibilities and Duties**

**Grounds Keeping**

* Mowing, trimming, edging, weeding, irrigating lawns and removing debris
* Trim shrubs and till garden area
* Select, acquire and use appropriate chemicals
* Perform routine maintenance on mowers, tractor and small maintenance equipment
* Remove snow and ice from sidewalks and driveways
* Maintain security lighting

**Facilities**

* Refurbish apartment units upon vacancy
* Maintain street curb and parking lots
* Assist with inspections
* Replace filters quarterly
* Monitor functioning of equipment, electrical, plumbing and HVACs systems
* Repair/replace defective parts/equipment systems
* Repair/replace screens, windows, lightbulbs, locks, handles, and doors; patch holes and paint walls and trim
* Notify management of maintenance problems and recommend solutions

**Organizational**

* Maintain a clean and safe work environment
* Follow safety protocols
* Create and maintain inventory
* Check, fulfill and file work orders and required/requested paperwork
* Maintain contact availability
* Provide services in a timely manner

**Other**

* Respect residents homes, space, disabilities and privacy
* Communicate effectively and respectfully with staff and residents
* Establish routine of communication with Executive Director
* Exhibit appropriate professionalism in attire and behavior