



## Warren Metropolitan Housing Authority

**Job title: Maintenance Tech II**

**Civil Service Status: Classified**

**Work Location: Scattered**

**Probation: 90 days**

**Program: Public Housing**

**Lunch: Unpaid**

**Reports to: Facility Director**

**Pay Range: 7**

Full-time  
 Part-time  
 Hybrid Telework eligible

Exempt  
 Nonexempt

Under general direction, perform maintenance duties related to buildings, equipment and multi family housing units. This is the highest classification maintenance tech which requires advanced skills or certification. Personnel in this classification must have the ability to be certified in one or more of the trades classifications. This position will perform a wide range of maintenance-related tasks outside their primary area of assignment or certification.

- Must practice safety precautions and always be safety conscious.
- Performs required planned and corrective (repair) maintenance to building surfaces, fixtures, systems and equipment.
- Performs equipment preventive maintenance tasks such as: checking for proper equipment operation; lubricating bearings, changing air filters, and changing heat exchanger and condenser coils.
- Performs electrical and plumbing systems preventive maintenance tasks such as: inspecting plumbing fixtures for leaks and repairs, checking drain lines to insure they are free of obstruction, checking appliances for proper operation, testing light switches and electrical outlets, and conducting ground fault detection tests.
- Performs such mechanical tasks as repairing and or replacing space temperature and HVAC equipment.
- Performs such carpentry work as: hanging doors and installing windows, replacing/repairing door and window hardware, re-glazing windows, installing and or repairing cabinets and handrails' repairing roofs, gutters and downspouts; replacing floor tiles and repairing carpet; and patching drywall walls and ceilings.
- Performs such masonry work as: repairing cracked concrete, replacing broken masonry brick and ceramic tiles, re-grouting ceramic tile and sealing concrete and exterior brick walls.
- Performs such plastering and sheetrock repair as; mixing plaster and drywall mud, removing old drywall and lathe, installing lathe, ground coat and white coat; installing and repairing drywall; bends and feathers edges to match surrounding surfaces.
- Performs painting tasks such as: preparing surfaces for painting by patching holes, sanding, scraping, or masking; painting with brushes, rollers, or sprayers; performing touch up painting, spot painting etc.
- Performs plumbing tasks such as repairing faucet washers, seats, stems, spigots, valves, and hardware; resetting commodes, tubs and sinks' repairing water leaks, replacing and or repairing flush valves or flush tank hardware; and clearing clogged drains and soil lines.
- Performs miscellaneous maintenance related tasks for a variety of situations as directed by supervisor.
- Performs necessary manual labor to keep housing projects in a decent, safe, and sanitary condition.
- Utilizes a wide range of powered and non-powered hand tools such as drills, sanders, sewage line cleaners, saws, hammers, pillars, screwdrivers, wrenches, oilers and volt-ohm-amp meters.
- Troubleshoot maintenance problems using visual and appropriate testing equipment.
- Operates and makes all installations and repairs in accordance with local, state, and national codes.
- Responsible for participating in off shift and weekend emergency maintenance coverage as scheduled.
- Ability to install electrical appliances and fixtures.
- Performs other duties as assigned by supervisor.

**Qualifications:**

- Knowledge of the principles, practices, tools, and materials used in one or more building trades (i.e., carpentry, plumbing, painting, masonry, heating or electrical trades).
- Knowledge of occupational hazards and safety procedures of the trade.
- Skilled in the use and care of common hand tools required in building and equipment maintenance and construction work.
- Ability to perform maintenance and repairs in one or more trades.
- Ability to follow oral and written instructions.
- Ability to perform tasks requiring moderately heavy manual work.
- Ability to establish and maintain effective working relationships with other employees, tenants and the general public.
- Ability to assign duties and supervise subordinate employees if necessary.
- Valid Ohio Driver's license
- Must be insurable by the agency's fleet insurance carrier.

**Education and/or Work Experience Requirements:**

- High school diploma or GED required.
- Must have at least three years or more proven experience comparable to a certified journeyman level craftsman in more than one of the building trades or be a VO-Tech graduate with a journeyman rating and certified in one or more of the trades classifications. (Electrical, painting, plumbing, carpentry, masonry, plastering or utility services)
- OR an equivalent combination of technical training and work experience to meet the required knowledge, skills, and abilities.
- Combination of technical training and experience to meet the required knowledge, skills, and abilities.

**Physical Requirements:**

- Ability to perform the essential job functions consistently safely and successfully with the ADA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state, and local standards.
- Must be able to lift and carry up to 50 lbs.
- Must be able to be working on feet up to 8 hours.

**Compensation/Benefits**

- Medical, Dental and Vision Benefits
- Employer paid Life Insurance \$25,000
- Vacation Benefits 80 hours
- Sick time accrues at the start of employment.
- Paid Holidays (12 ½ Federal Holidays)
- Health Reimbursement Account (HRA)

**Print Employee Name:**

**Employee signature:**

**Date:**

Board approved Date \_\_\_\_\_