



Warren Metropolitan Housing Authority

Job title: Maintenance Tech 1

Civil Service Status: Classified

Work Location: Administrative Office

Probation: 90 days

Program: Public Housing

Lunch: Unpaid

Reports to: Facility Director

Pay Range: 6

- Full-time**
- Part-time**
- Hybrid Telework eligible**

- Exempt**
- Nonexempt**

Under general direction, perform light maintenance, grounds care and custodial duties as assigned. This is the entry level position in the Maintenance Department. Duties include but are not limited to, Cleaning out vacant units, painting, and cleaning of unit appliances, and bathrooms. Cleaning offices and common areas including restrooms, trash removal and laundry facilities. Daily grounds maintenance and clean-up at Administrative Office and Multi family property. Provide labor support to other maintenance staff as needed.

- Must practice safety precautions and always be safety conscious.
- Cleans and maintains administrative building including but not limited to, sweeping, vacuuming, mopping, cleaning restrooms, stocking restrooms, dusting furniture, wiping walls and windows.
- Manage inventory of cleaning supplies and toiletries.
- Routine Preventive Maintenance (PM) of furnace filters and batteries.
- Collect and empty trash throughout the building.
- Clean laundry rooms as needed.
- Transport vehicles to garage for maintenance and repair. Clean fleet vehicles as needed.
- May operate and maintain powered ground care equipment such as riding and push mowers, edgers, trimmers, vacuums, blowers, sprayers, spreaders, and chain saws.
- Uses and maintains non-powered grounds care equipment such as shovels, axes, hoes, wheelbarrows, saws, trimmers, and hedge clippers.
- Reports to supervisor any items requiring maintenance as well as any unusual or unsafe conditions.
- Prepares vacant units for occupancy by way of washing walls, stripping, and buffing floors, cleaning appliances and windows and other duties as instructed by supervisor.
- Performs other duties as assigned by supervisor.

Qualifications:

- Knowledge of cleaning materials, equipment and methods commonly employed in the custodial care and cleaning of buildings, facilities, and equipment.
- Knowledge of general grounds care procedures and maintenance.
- Ability to exercise care in the use of materials, equipment, and tools.
- 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.
- 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.
- One year's working experience in the care and maintenance of buildings and or grounds preferred.
- 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

- Employer paid Dental and Vision Benefits
- Employer provided Life Insurance of \$25,000
- Health Care Allowance or opt-out arrangement.
- Vacation Benefits 80 hours
- Sick time accrues at the start of employment.
- Paid Holidays (12 ½ Federal Holidays)
- Sick Leave Incentive Program

Print Employee Name:**Employee signature:****Date:**

Board approved Date _____