

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

MAINTENANCE I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Entry-level position under general supervision of the Housing Director and/or the Maintenance Supervisor, performs various unskilled and semi-skilled tasks in the general maintenance, repair, care and upkeep of grounds, equipment, buildings and facilities, with responsibility for entry-level work performance in several trades, as generally related to maintenance of multi-family residential properties, their accessory structures and infrastructure.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Housing Director and/or the Maintenance Supervisor.

None exercised.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here:

Operate and maintain watering systems for landscaped areas.

Mow and water lawns, plant and cultivate plants, shrubs, and trees, including trimming, pruning, weeding and fertilizing where appropriate.

Operate tools and maintenance equipment incidental to the performance of basic grounds maintenance duties for lengthy periods of time including lawnmowers and other gardening tools.

Inform Housing Director and/or Maintenance Supervisor of problems observed in buildings, equipment and grounds, which require repair and/or maintenance.

Make moderate building repairs and renovation involving plumbing, painting, carpentry, floor tile and simple electrical work.

May assist in repairing equipment using a variety of small power and hand tools.

Clean dwelling units including walls, windows, floors, stoves, refrigerators, etc., public areas, facilities and streets. Perform custodial work such as cleaning, washing floors and trash removal.

Routine removal of trash, debris and graffiti from Housing Authority-controlled properties.

Prepare for painting, and paint exteriors and interiors using spray, roller, brushes and other methods.

Fill out and/or complete work orders, reports, inspections, inventories, requisitions and other written documents.

As abilities and skills permit, may be required to handle leadership roll with summer or part time help under the direct supervision of the Housing Director and/or the Maintenance Supervisor.

QUALIFICATIONS

Knowledge of:

Tools and equipment and best use of materials to accomplish desired results.

Possess a basic understanding of use of cleaning chemicals and restricted materials.

General occupational hazards and safety precautions of general maintenance work.

Pertinent Federal, State, and local laws, codes, and regulations including pertinent construction, health, safety, and building codes, regulations, and standards as they relate to housing authority activities.

Standard building maintenance, repair, and construction methods, practices, and procedures.

Principles and practices used in working with the public.

Safe driving principles and practices.

Ability to:

Work independently with minimal supervision.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Understand and follow written and oral instructions.

Establish and maintain effective working relationships with co-workers, other Authority employees and residents.

Interact effectively and sensitively with a variety of individuals from diverse backgrounds.

Recognize, identify and report fraud, drug activity and use, and other illegal activities.

Analyze situations carefully and adopt effective courses of action.

Perform accurate mathematical computations.

Maintain confidentiality of information and data.

Maintain, on a continuous basis and in good standing, a valid California Driver's License.

Able to work overtime if required.

Comply with drug/alcohol free workplace requirements.

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Prefer two years of experience in the maintenance of buildings and grounds.

Education/Training:

High school graduate or equivalent.

License or Certificate:

Requires a valid California driver's license and must qualify for coverage under Housing Authority's insurance policy without an additional increase in premium due to a questionable or poor driving history.

ADA COMPLIANCE

Environmental Factors:

Tasks are regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances. Contact with public, in the field, might involve exposure to outdoors, electrical hazards, rodent and vermin infestation, and potential gang and illegal activity.

Physical Ability:

Ability to lift, move or handle a variety of appliances such as refrigerators and stoves using a hand truck; handle sinks, countertops, fan motors, etc. Ability to handle and operate a variety of power and hand tools used in carpentry, electrical and plumbing trades. Ability to kneel, crawl, stoop and crouch in order to work in tight and cramped spaces such as attics and crawl spaces. Ability to work while standing for extended periods of time. Ability to climb a ladder in order to gain access to work areas. Ability to work overhead. Lift items of fifty pounds to shoulder height. Handle a variety of chemical compounds and solvents used in cleaning and in the trades.

Mental Ability:

Tasks involve significant verbal contact with the public. Tasks involve the ability to make appropriate, independent, impromptu decisions and determinations and the ability to maintain patience and safety practices in heavy traffic.

Sensory Requirements:

Some tasks require visual perception and discernment. Many tasks require verbal communications ability. Hearing, vision, smell and touch must function sufficiently to effect workplace safety for employee and others.

Employee Signature

Housing Director

Date

Date

The Housing Authority of the County of Butte is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Housing Authority of the County of Butte will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.