



JOB DESCRIPTION - MAINTENANCE TECHNICIAN

JOB SUMMARY

Maintain maintenance of housing projects operated by the Housing Authority of Falls City. Responsible for all aspects of maintenance in order to keep projects in decent, safe and sanitary condition.

RESPONSIBILITIES

Maintenance technician shall perform plastering, painting, masonry, plumbing, electrical, carpentry, grounds keeping, pest control and carrying out a preventive maintenance program. The maintenance staff is responsible to the Executive Director for work performance and meets routinely to coordinate the daily maintenance schedule. Position requires written and/or electronic completion of work orders, time sheets and maintenance reports. The position requires on call status in conjunction with the Maintenance Foreman.

KNOWLEDGE, SKILLS AND ABILITIES

Position requires skilled use and maintenance of power equipment as well as hand tools. Must be knowledgeable in the use and storage of hazardous materials. Must be able to perform manual tasks including physical lifting of heavy objects. Working knowledge of building construction and equipment and ability to interpret blue prints, sketches and plans.

HOURS AND WAGE RATE

The regular work week shall consist of 40 hours. The work day shall be as necessary to provide adequate coverage of maintenance operations of all projects of the Housing Authority. Time and one-half will be paid for any hours over 40 hours per week. The wage rate will be paid as established by the Labor Relations Staff of the U. S. Department of Housing and Urban Development.

FRINGE BENEFITS

Annual leave starting at the rate of 10 days per year; accumulative for one year. Sick leave at the rate of one day per month.. Health Insurance coverage and pension plan available.