

**BATH HOUSING  
Job Description**

<b>Position Title:</b>	<b>Maintenance Technician</b>
<b>Department:</b>	<b>Maintenance</b>
<b>Reports To:</b>	<b>Director of Facilities</b>
<b>Supervises:</b>	<b>N/A</b>
<b>Oversees:</b>	<b>N/A</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Last Revised/Approved:</b>	<b>March 2014</b>
<b>Pay Grade</b>	<b>9</b>

**POSITION SUMMARY:**

Provide general maintenance services for buildings and grounds of assigned portfolio of properties.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Maintenance*

- Perform routine, emergency, and preventative building repairs and maintenance not requiring a licensed professional, such as painting, electrical, plumbing, carpentry, masonry, drywall repair, and general repairs to the interior and exterior of buildings.
- Coordinate and participate in unit, property, and equipment inspections.
- Troubleshoot maintenance problems using visual inspections and/or appropriate testing equipment.
- Manage ongoing maintenance of buildings and grounds, including routine alarm testing, grounds maintenance, and oversight of outside contractors.
- Ensure that grounds are safely maintained daily in the event of inclement weather, including snow removal, salting, and sanding as necessary.
- Follow safety procedures and report hazards promptly; be safety conscious at all times.
- Report maintenance issues to appropriate parties when unable to repair in a timely manner.
- Prepare units in a timely manner between move out and move-ins.
- Coordinate and communicate with subcontractors as necessary, including but not limited to janitorial, plumbing, electrical, elevator, and controls contractors.
- Participate in on-call rotation, including off-shift and weekend emergency maintenance coverage.
- Ensure that all internal and external common areas are kept clean in accordance with Agency policy.

*Inspection*

- Perform physical inspections of housing units for acceptability based on federal HQS or UPCaS standards using HAB mobile module. This may include annual or move-in

inspections for public housing, Section 8 Housing Choice Voucher, or other properties, as applicable and assigned.

- Generate and distribute inspection reports and/or work orders using HAB mobile module.
- Coordinate inspection schedules with program staff.

#### *Other*

- Adhere to all applicable state, federal, and Agency rules, policies, procedures, and regulations at all times.
- Maintain resident confidentiality.
- Maintain updated training on all relevant areas.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recommend efficiencies or areas of improvement when relevant.
- Maintain good working relationships with residents and other staff.
- Develop and maintain understanding of Bath Housing and regulatory policies and procedures.
- Complete and maintain records, data, and information.
- Performs other related tasks as required.

#### **PHYSICAL REQUIREMENTS:**

- *Physical*

Strength: Must have the ability to frequently move, lift, pull and push objects such as, boxes, supplies, tools up to 15 lbs. Must have the ability to occasionally move, lift, pull and push objects such as, boxes, supplies, tools, and equipment from 15 lbs. to 100 lbs.

Manual Dexterity: Must have the ability to continuously operate maintenance tools and equipment listed below and frequently perform moderately difficult tasks including installation of smoke detectors and light fixtures, and replacement of faucets and drain pipes.

Coordination: Must be able to frequently drive a car. Must be able to occasionally perform tasks requiring hand-eye coordination and steadiness of motion such as drilling, sawing and taking measurements. Required to occasionally climb stairs, ladders and withstand heights of over 8 feet.

Mobility: Must be able to walk continuously and frequently stoop, stand, squat, kneel, twist, bend to floor, reach with hands/arms, climb stairs and remain in uncomfortable positions, at times for prolonged periods.

Speech: Must be able to continuously articulate and communicate clearly and precisely when interacting with staff, professionals, vendors, clients and contractors.

Emotional Stability: Must be able to continuously deal effectively with stress created by multiple tasks, noises, interruptions and multiple priorities and work cooperatively as part of the rental housing team while maintaining a pleasant, professional demeanor.

- *Sensory*

Vision: Must be able to continuously pass a Maine driver's license vision test, distinguish colors and adjust focus.

Hearing: Must be able to continuously hear normal sounds and voice patterns, receive verbal instructions, answer a phone and communicate with others with some background noise.

Smell: Must be able to detect the smell of smoke, propane and natural gas and other fuels.

- *Cognitive*

Concentration: Must be able to continuously concentrate on moderate details with frequent interruption.

Attention Span: Must be able to frequently attend to tasks for up to 45 minutes at a time.

Conceptualization: Must be able to frequently understand and relate to ideas, generally several at a time, and interpret a variety of instructions furnished in written or oral form.

Memory: Must be able to frequently remember verbal and written tasks.

#### **WORKING ENVIRONMENT:**

- Seldom exposure to VDT radiation.
- Frequent exposure to bodily injuries.
- Occasional exposure to toxins, hazardous materials, electrical and mechanical hazards, dust and loud unpleasant noises.

#### **EQUIPMENT USED:**

- Automobile
- Portable phone
- Beeper
- Electrical and plumbing accessories
- Tools - including powered and non-powered but not limited to: drills, saws, hammers, wrenches, screwdrivers, sanders, gloves, goggles, masks, back support, respirator, earmuffs, GFI pigtail, tag/lockout breakers, tape measure.

#### **QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following requirements and skills are considered essential:

- Possess knowledge of the principles, practices, tools and materials used in two or more building trades (ie carpentry, electrical, plumbing, painting, masonry, heating, electrical) as well as general repair skills.
- Knowledge of occupational hazards and safety procedures.

- Ability to make decisions and use sound judgment.
- Available to work on-call schedule as needed, including nights and weekends.
- Ability to work in field with minimum supervision.
- Motivated by a desire to render services to others and to show ownership of our properties.
- Capable of exercising individual initiative.
- Ability to complete necessary forms, including electronic timesheets.
- Basic computer skills and the ability to learn new software as needed.
- Ability to communicate clearly and concisely and in a positive and productive manner with Agency staff, tenants, community partners, vendors, etc.
- Ability to establish and maintain effective working relationships with subordinates, residents, and all Bath Housing personnel.
- Ability to model and promote a culture of strong customer service.
- Ability to promote, support and facilitate teamwork and harmony among Agency staff.
- Ability to respond to all situations in a calm controlled manner.
- Must be able to respond to emergencies.
- Must have a valid driver's license, be insurable by the Authority's fleet insurance carrier, and have reliable transportation in order to meet job requirements.

**Education/Skill Requirements:** The following education requirements are considered essential:

- High school degree, Associate's Degree or equivalent work experience in field related to maintenance required.
- Proficiency with use of EXCEL, Microsoft WORD, and email is required.

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\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**