



Maintenance Technician

POSITION DESCRIPTION

JOB CLASSIFICATION:	Non-Exempt
SUPERVISION EXERCISED:	None
TEAM:	Maintenance
SUPERVISOR:	Maintenance Supervisor
DATE REVISED:	July 2, 2020

JOB SUMMARY

Performs building maintenance, both skilled and unskilled including appliance repair, painting, carpentry, electrical, plumbing, HVAC, custodial, and grounds maintenance.

ESSENTIAL JOB FUNCTIONS

- Performs grounds work to include mowing, pruning, fence repairs, weed removal, leaf removal, irrigation repairs, cleaning areas around dumpsters, and removing snow.
- Prep and paints both interior and exterior areas.
- Troubleshoots and repairs appliances.
- Repairs plumbing including sweat fittings, drain repairs, sink and tub repairs, water heater repairs and replacement, and drain cleaning.
- Troubleshoots and repairs line voltage and low voltage electrical problems.
- Troubleshoots and repairs HVAC and mechanical system problems.
- Does carpentry work and carpentry repairs of all types.
- Repairs locks and troubleshoots keying problems.
- Performs custodial work on vacant units, commercial facilities and common areas. This includes, but is not limited to stripping and mopping floors, cleaning refrigerators, stoves, and small appliances. May operate a commercial floor buffing machine.
- Install floor coverings including carpet, LVT, and VCT.
- Work on roofs and at heights with OSHA approved safety equipment.

- Monitor and manage assigned work orders through an electronic work order system. Performs electronic recordkeeping related to labor hours and materials used. Monitor and utilize electronic communications such as email, text messages, electronic team meetings through different software platforms and respond accordingly.
- Must be available to work on call and respond to 24-hour call outs as assigned. Removes snow from GJHA properties during and outside of normal business hours. If GJHA housing is included as part of the compensation package, then will perform all after hour's emergency maintenance at the property of residence.
- Requires attendance at safety trainings, and routine skills training.
- May be asked to enter an occupied tenant unit.
- Perform related duties and responsibilities as required.

ADDITIONAL JOB FUNCTIONS

- Must act at all times in a manner that is in the best interest of GJHA. Must be a team player and work in a team environment placing the interests of the team above own.
- Prepare clear and concise administrative reports. Communicate clearly and concisely, both verbally and in writing.
- Maintain direct communication with the Maintenance Supervisor and Lead Worker. Must consult with the Maintenance Supervisor and/or Lead worker if further instruction is needed or if unsure on how to proceed with any task or issue at hand.
- Must analyze problems, identify alternative solutions, project consequences of proposed actions in order to make recommendations to the Maintenance Supervisor and/or Lead Worker in support of departmental goals.
- Operate a GJHA vehicle in a safe manner. Must keep assigned vehicle in good working order, clean, organized and presentable.
- Follows all safety rules and regulations and performs work with safety in mind at all times.
- Must use proper lifting techniques; must use the proper tools to lift and move items when too heavy; must ask for help lifting and moving items when needed.
- Adapt well to change in the work environment. Must work with frequent interruptions and respond calmly and professionally to emergency situations. Provide quality services to a culturally diverse population. Must be respectful and professional at all times.
- Maintain the utmost confidentiality of all applicant and tenant information.

- Establish and maintain effective working relationships with those contacted in the course of work, including but not limited to, GJHA staff, community agencies, contractors, vendors and GJHA residents. Provide general information about GJHA Programs to the public and other community organizations in a professional manner.
- Must treat people with respect and work with integrity and professional ethics, upholding the agency's values and mission. Represents the agency in a positive, professional and ethical manner at all times. This specifically includes abiding by all rules outlined in the Employee Handbook.
- Make rational and appropriate decisions.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/SKILLS NEEDED

- High school diploma or equivalent required. Work experience should be appropriate to this position.
- Required to perform strenuous physical labor such as shoveling snow, moving appliances, lifting 75 pounds or more, climbing stairs, stooping, kneeling, standing, walking and raising arms above head.
- Requires strong skills in organization, concentration, time management, initiative, and attention to detail. Must deal with frequent interruptions and successfully work in a variety of situations.
- Requires excellent communication and organizational skills and to exercise independent judgment and work with limited supervision.
- Requires aptitude with current technology, computers and mobile devices.
- Requires a valid Colorado Driver's License and being insurable at standard rates.
- Criminal background checks are required, and a pre-placement physical and drug screening will be required.

Employee Name (Print)

Employee Signature

Date